



ARKANSAS STATE
UNIVERSITY
BEEBE

HEBER SPRINGS • LRAFB • ONLINE • SEARCY



Student Handbook 2017 - 2018



#ASUBeebe

501-882-3600

www.ASUB.edu

TABLE OF CONTENTS

Section	Description	Page
Chapter 1	Welcome to Arkansas State University-Beebe Mission, Vision, and Core Values Official Means of Communication	1
Chapter 2	Arkansas State University-Beebe Campuses	2-3
Chapter 3	Academic Policies and Procedures	4-11
Chapter 4	Cashier's Office Policies and Procedures	12-14
Chapter 5	Student Information and Services Provided	15-23
Chapter 6	Campus Safety and Your Right to Know 2015 Campus Security Act Report	24-31 32-35
Chapter 7	Campus Organizations and Activities	36-38
Chapter 8	Student Rights, Freedoms, and Responsibilities Student Code of Conduct Student Conduct Procedures	39-40 40-43 44-47
Chapter 9	Grade Appeals, Complaints, and Grievance Procedures Title IX Sexual Discrimination Americans with Disabilities Act	48-49 49-54 55
Appendix	Campus Maps Emergency Procedures	56-59 60-61

CHAPTER 1

WELCOME TO ARKANSAS STATE UNIVERSITY-BEEBE

Dear Students,

Welcome to Arkansas State University-Beebe! ASU-Beebe is a recognized leader among community colleges. Chosen from among 1,123 community colleges nationwide, ASU-Beebe was selected for the third time since 2011 to be included in the top 150 community colleges in the nation by the prestigious Aspen Institute.

Our faculty and staff on campuses at Beebe, Heber Springs, Little Rock Air Force Base, and Searcy offer you academic and personal assistance. This handbook is designed to provide you with an overview of opportunities, services, and expectations at ASU-Beebe. Please take the time to review your student handbook.

Again, welcome to ASU-Beebe! I encourage you to use every opportunity and resource to successfully complete your educational goals.

Sincerely,

David Mayes, Ed.D.
Associate Vice Chancellor/Dean of Students

MISSION, VISION, AND CORE VALUES

Transforming Lives Through Quality Learning Experiences

Arkansas State University-Beebe is a public, open access, and operationally separate institution of the Arkansas State University System. The major purpose of this institution is to provide affordable, comprehensive, quality instruction and service programs.

ASU-Beebe offers programs suitable for either immediate entry into the workforce or transfer to other institutions of higher education. Students may earn certificates of proficiency, technical certificates, or associate degrees. Instructional programs beyond the associate degree are available on the Beebe campus through Arkansas State University in Jonesboro.

An open admission policy encourages the enrollment of both traditional and non-traditional students. The institution recognizes the uniqueness of each student and provides programs designed to assist students in determining and achieving their educational, personal, and occupational goals. Additionally, the institution contributes to the economic development of Arkansas by providing comprehensive training and technical support for business and industry.

OFFICIAL UNIVERSITY COMMUNICATIONS

ASU-Beebe student email is the official means of communication with students on all campuses.

Important university-related information will be sent to individual student email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings.

The ASU-Beebe student email system can be accessed at mail.asub.edu or office.com.

CHAPTER 2

WELCOME TO ASU-BEEBE CAMPUSES!

Arkansas State University-Beebe has been serving students in Arkansas since 1927. Today, we have four campus locations: Beebe, Heber Springs, Little Rock Air Force Base, and Searcy. ASUB Online opens up the possibility for students across the state and the country to attend ASU-Beebe. Each of our campuses offers a unique experience to our students.

ASU-Beebe is a true college experience both academically and socially. This campus offers the only Agricultural Equipment Technology (John Deere) program and Veterinary Technology program in the state of Arkansas. Students can get involved with student organizations, intramurals, cultural events, and much more. The residence halls are home to 248 of our students. Tutoring, academic advising, counseling, and disability services are offered year-round in the McKay Student Center.



Arkansas State University-Beebe
1000 Iowa Street
Beebe, AR 72012
501.882.3600



ASU-Beebe@Heber Springs is located in the heart of the natural beauty of Cleburne County. Students have easy access to enjoying a hike on Sugarloaf Mountain or fishing and swimming at Greers Ferry Lake. Students can earn degrees in a variety of programs including Hospitality Administration and Welding.

Arkansas State University-Beebe@Heber Springs
A Center of ASU-Beebe
101 River Crest
Heber Springs, AR 72543
501.362.1100

ASU-Beebe@LRAFB has been offering educational opportunities to military personnel and civilians since 1965. The Jacksonville-Little Rock Air Force Base University Center is open to those that live and work on base, as well as community members. No special access needed to attend classes.



Arkansas State University-Beebe@LRAFB
A Degree Center of ASU-Beebe
1490 Vandenberg Boulevard, Suite 115
Jacksonville, AR 72099
501.988.4151



ASU-Beebe@Searcy offers technical and occupational programs for students looking to enter the workforce, in addition to general education courses. Whether you are entering the workforce for the first time or looking for a career change, most programs at ASU-Beebe@Searcy are designed to be completed in 16 weeks to a year. ASU-Beebe@Searcy also offers workforce training and continuing education to the community through the Office of Workforce and Continuing Education.

Arkansas State University-Beebe@Searcy
A Technical Campus of ASU-Beebe
1800 East Moore Avenue
Searcy, AR 72145
501.207.6200

ASUB Online offers students an opportunity to earn a variety of distance learning degrees, some completely online and others through a combination of online, internet assisted, and/or traditional classes during the full Fall/Spring semesters, accelerated 8-week terms, and Summer sessions. The online degrees offered are an Associate of Arts in Liberal Arts, Associate of Science in Computer Information Systems, and an Associate in General Studies. Course work is accessed through the learning management system, *Blackboard*. Students interested in the online college program should contact the Distance Learning office or visit the ASUB Online webpage.

ASUB Online
Division of Distance Learning
University Center, Room 101
Beebe, AR 72012
501.882.8894
ASUBOnline@asub.edu

Blackboard Help Desk
501.882.4409
BbHelpDesk@asub.edu

Monday - Thursday
Friday

8:00 a.m. - 8:00 p.m.
8:00 a.m. - 4:00 p.m.

NOTE: Students must use their ASU-Beebe email to send messages to the *Blackboard* Help Desk.

CHAPTER 3

ACADEMIC POLICIES AND PROCEDURES

The Registrar's Office manages all student academic records.

Beebe
State Hall, Room 104
501.882.4415

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
1st Floor, Room 100
501.362.1100

Searcy
Student Services, Hall 1, MB 103
501.207.6219

Many requests made to the Registrar's Office can be done online through the Registrar's Office homepage.

For more information on academic policies, credits, and classes, please refer to the *University Catalog* under the Academics drop-down menu.

3.1 RECORDS POLICY

Arkansas State University-Beebe respects the privacy of our students and complies with all federal regulations regarding education and privacy issues.

Arkansas State University System Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act (FERPA) require institutions of higher education to strictly protect the privacy rights of all students, who are or who have been attendance. Information contained in the student's education records can be shared only with those persons or entities specified within Act.

The Registrar's Office maintains a copy of the full text of the Family Educational Rights and Privacy Act of 1974, posts electronic information on FERPA, and processes all FERPA requests and challenges. Information on directory information, the types of student records maintained at Arkansas State University-Beebe, disclosure policy in relation to student consent, the procedures for gaining access to records, and the procedure for challenging the contents of those records are available in the Registrar's Office.

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Registrar's Office to arrange for inspection, review, and correction of an educational record. The Registrar's Office may charge a fee for copies of any education records.

Education records are the property of ASU-Beebe. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

3.2 FALSIFICATION OF DOCUMENTS

Falsification or alteration of any University document or document submitted for the purpose of admissions or financial aid is cause for cancellation of admission. If a misrepresentation is discovered after a candidate is admitted and registered, an administrative hearing will be conducted by the Associate Vice Chancellor/Dean of Students to determine if the student is responsible for falsification of documents. If it is determined that the student is responsible for falsification of documents, the student will be administratively withdrawn from the University. Appeals for falsification of documents must be made in

writing to the Provost within five (5) school days. After reviewing the information, the Provost shall either make a determination on the appeal or send the appeal to the Appeals Committee (See Chapter 8.III.F. Appeals).

3.3 ACCEPTANCE OF TRANSFER CREDIT

Official transcripts should be submitted to the Admissions Office at the time of application to the University. Official transcripts for college level credit from institutions recognized by the Council for Higher Education Accreditation will be evaluated by the University Registrar for transfer credit.

- Grades must be equivalent to a C (2.0) average
- Credit must be applicable toward the requirements for a degree at our institution

The University Registrar reserves the right to accept or deny transfer credits to ASU-Beebe based on the transfer institutions' academic policies. Final approval of transfer credits rests with the Associate Vice Chancellor for Academics.

International transcripts and academic records must be evaluated by a credential evaluation agency and mailed directly to the Admissions Office at ASU-Beebe. Contact the Admissions Office for specific information on international student requirements.

Courses accepted for transfer credit will be posted to the student's ASU-Beebe transcript with the grade earned and the transfer institution's course identifier and title. Transfer credit is not calculated as part of the student's ASU-Beebe cumulative grade point average (GPA). Credits earned will only be reflected in hours earned and may be used for degree requirements.

3.4 STUDENT CLASSIFICATION

Students are classified according to credit hours;

- Freshmen: fewer than 30 semester credit hours completed
- Sophomores: 30+ credit hours completed
- Unclassified: Students who previously completed an Associate's degree or higher

Students must carry 12 hours per semester to be classified as full-time students. Less than 12 credit hours is considered part-time. Full-time/part-time student status may affect health and automobile insurance coverage, scholarship eligibility, and the amount of financial aid and/or veteran's benefits received.

It is the student's responsibility to know his/her insurance policy, financial aid and scholarship renewal requirements.

3.5 ACADEMIC ADVISORS

Each student is assigned an academic advisor. Students should frequently consult with their advisor concerning educational goals, including courses, majors, and degree programs. A check sheet of required courses in various majors is available from the academic advisor and serves as a guide when selecting courses, planning a degree program, and preparing for future institutional transfers. The academic advisor is posted on the student's Vanguard Portal home page.

IMPORTANT: Federal Aid will **only pay for classes** that are required for the student's **declared major** as listed in the degree plan of the **Catalog Year** assigned to that student.

3.6 REGISTRATION

After students prepare their schedule with their academic advisor, they may register for classes on the Vanguard Portal. Registration is only permitted at scheduled times, which are published in the University Catalog that is located on the Academics webpage.

3.7 CLASS ATTENDANCE

Arkansas State University-Beebe class attendance policy requires students to attend a prescribed number of classes during each course. During a semester, a student may not miss more than twice the number of lectures, laboratory sessions, or other regular class activities that would normally be scheduled during a week. Excessive absences may result in the student receiving a “WX” or failing grade, recorded immediately. Refer to the class syllabus for specific details.

The following established an attendance policy for classes at Arkansas State University-Beebe:

- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement
- When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make-up work. The responsibility for initiating make-up work rests with the student.

Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence.

- The instructor may excuse absences for the following reasons:
 - Illness of the student that is certified by physician or in the judgment of the instructor is serious enough to warrant an excuse
 - Other personal demands, which in the judgment of the instructor are serious enough to warrant an excuse
 - External interferences judged by the instructor to be legitimate and unavoidable through normal precaution
 - Institutional functions for which a staff sponsor provides written notice to the faculty prior to the function

Students must utilize their allowable absences for any reason that requires them to miss class including, but not limited to, vacation, illness, emergency, or religious observances. If a student is aware of an upcoming absence, the student should communicate with the instructor in an effort to make the necessary arrangements concerning material and assignments and must not exceed the allowable number of absences for the course.

The exception to the above attendance policy is excused absences for military duty.

- Student must notify the faculty member in advance if they must miss a class or test due to military duty. In case of emergency, such as a natural disaster, the student must contact their instructor as soon as possible.
- The student must provide the instructor with official documentation:
 - Orders (if issued in advance)
 - Drill letter indicating the date, place, and time the student must report

If notified in advance, arrangements must be made for the student to complete test or assignment before he/she leaves for military duty. The documented time away from class due to military duty should be counted as an excused absence and not held against the student.

If an instructor considers any absence unexcused, the student may request a review of the judgement first by the Academic Dean and then by the Associate Vice Chancellor for Academics, if necessary. This request is to be made immediately following any question about the absence.

Failure to attend class in which you are registered **does not** mean that you have withdrawn from the class. Contact your academic advisor for proper procedures to withdraw from a course or the semester.

3.8 INCLEMENT WEATHER

In the case of inclement weather, the University may close or delay opening. If a delay is issued, only the classes **after** the delayed opening time will be held that day. All classes **prior** to the delayed opening time will be cancelled. Any student not able to make it to campus due to hazardous road conditions should contact his/her instructors.

Campus closures or delays will be announced in the following ways:

- **Emergency Alert Activation.** ASUB Emergency Alert is activated and notifications are sent by telephone, text message, and email to students, faculty, and staff.
- **Website Notification.** Announcements will be posted to the ASU-Beebe website. View announcement on the home page web banner.
- **Social Media Announcements** will also be posted to the ASU-Beebe Facebook and Twitter pages.
 - “Like” ASU-Beebe on Facebook at: <https://www.facebook.com/ASUBeebe>
 - “Follow” ASU-Beebe on Twitter at: <https://twitter.com/ASUBeebe> or search for #asubeebe
- **Media.** Notifications are sent to designated radio, television, and print media.

3.9 CLASSROOM VISITORS

In order to preserve the learning environment of the classroom, visitors are generally not allowed. The classroom should be comprised of the instructor and enrolled students, with the exception of other appropriate University representatives. Students should first refer specific questions concerning visitors to the course instructor and then to the Academic Dean, if needed.

3.10 DROP AN INDIVIDUAL COURSE

Dropping a course is a serious decision that could have a great impact on a student’s educational opportunities. The step-by-step process for dropping an individual class **after** the open registration period, is as follows:

1. Obtain an **Individual Course Drop Request** form from the advisor - one form per course.
2. Discuss decision to drop course with the instructor and obtain **course instructor’s signature** on the form.
3. Return signed **Individual Course Drop Request** form to the advisor. The student may request a copy of the form for his/her records.
4. The advisor will notify the Registrar’s Office of the drop request.

Students, who withdraw from a course after the end of late registration until the published drop deadline, will receive a grade of “W” on the student’s transcript at the end of the term.

Refunds will be made according to the Withdrawal Refunds schedule that appears in the *University Catalog* and on the Cashier’s Office/Tuition webpage, Withdrawal Refunds tab.

If a student is receiving any kind of financial aid or scholarships, it is highly recommended he/she contacts the Financial Aid Office before dropping an individual course.

Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure, will receive failing grades.

3.11 WITHDRAWAL FROM THE SEMESTER/TERM

Students, who wish to completely withdraw (drop all courses) from the current semester/term after the open registration period, must first meet with their academic advisor to discuss alternatives to withdrawing. The process for withdrawing from the semester is as follows:

1. Meet with advisor to discuss the decision to withdraw from the semester.
2. The advisor will sign the official **Arkansas State University-Beebe Withdrawal Form**. The student may request a copy of the form for his/her records.
3. The student will then submit the form to the Registrar’s Office to be processed.

After processing the withdrawal, the Registrar’s Office will notify personnel in the appropriate offices on campus.

Refunds will be made according to the Refund of Fees Schedule that appears in the *University Catalog* and on the Cashier’s Office/Tuition webpage, Withdrawal Refunds tab.

If a student is receiving any kind of financial aid or scholarships, it is highly recommended he/she contacts the Financial Aid Office before withdrawing for the semester/term.

Students, who withdraw from the semester or term after the end of late registration until the published drop deadline, will receive a grade of “W” on the student’s transcript at the end of the term.

Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure, may receive a “WX” or failing grade(s).

Students, who experience a **major medical issue**, should contact the Associate Vice Chancellor for Student Services Office for assistance.

3.12 GRADES, GRADE POINT, GRADE POINT AVERAGE

Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

A student’s grade point average is computed:

$$\text{GPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of (All) Attempted Credits}}$$

To determine the **Total Number of Grade Points Earned**, use the grading system in the table to obtain the **Points Earned** for each class:

Grading System		
Grade	Meaning	Points Earned
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

To calculate the **Total Number of Grade Points Earned**:

1. Multiply the **Course Credit Hours** by the **Points Earned** *for each class* = **Quality Points**
2. Add together all the **Quality Points** = **Total Number of Grade Points Earned**

The GPA is carried out to two digits past the decimal point and not rounded up.

Developmental class grades are not included when computing the grade point average. Transfer credit is not calculated as part of the student’s ASU-Beebe cumulative GPA.

The grade point average may be viewed on the Unofficial Transcript located under the Academics >> Degree Audit tab in the Vanguard Portal.

3.13 REPEATED COURSES AND COMPUTATION OF GRADE POINT AVERAGE

A student may repeat a course to change the original grade. The **LAST** grade earned will become the official grade and will be used to calculate the cumulative grade point average (CGPA), even if the last grade earned is lower than the original attempt.

Students, who choose to repeat courses, should know:

- The exact course must be repeated to have the latest attempt replace the first attempt

- All courses attempted will remain on the transcript
 - Previous attempts are indicated on the transcript by a “#” beside the letter grade with credit hours appearing in parentheses [D# (3.00)]
 - Last attempt will have an asterisk beside the letter grade [A*]
- Courses will only count toward graduation requirements once, even if both attempts are successful
- Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits
- Grades of “W”, “WX”, “I”, or “AU” will not replace the original grade
- Developmental courses are not included in the Repetition of Courses policy

3.14 ACADEMIC PROBATION AND SUSPENSION

Grades are evaluated at the end of the Fall and Spring semesters to determine if a student should be placed on academic probation or suspension. Summer terms are not evaluated.

A student will be placed on academic probation according to the following guidelines.

Academic Probation	
Attempted Credit Hours (Including repeated courses)	Cumulative Grade Point Average (Less than the CGPA listed below)
0-15	1.50
16-30	1.75
31-45	1.90
46+	2.00

Students, who fail to meet these standards, will be placed on academic probation for one semester, Fall or Spring. If the student still does not meet the minimum cumulative grade point average as listed above by the end of the probationary semester, the student will be suspended until the end of the next Fall or Spring semester.

The following is an exception to the above policy:

- If a student on academic probation makes at least a 2.00 grade point average for each probationary semester, the student will be allowed to enroll in classes the next semester.

The student will be removed from academic probation at the close of any evaluated enrollment period, Fall or Spring, for which the student’s cumulative grade point average meets the standards listed above.

If the student does not achieve the required minimum cumulative GPA after an evaluation period or maintain a semester grade point average of 2.00 for each probationary semester, the student will be suspended from the university for one academic semester, Fall or Spring. The student may petition for immediate readmission by:

- Obtaining a petition form and a current ASU-Beebe transcript from the Registrar’s Office.
- Submitting the completed petition and the transcript to the Admissions and Credits Committee.

Readmission is not automatic; each case will be judged on merit.

Transfer students, who are on academic suspension status from their previous institution, are not eligible to enroll at ASU-Beebe until the suspension is complete.

3.15 ACADEMIC CLEMENCY

Academic clemency is a one-time, irrevocable recalculation of the grade point average and credit hours toward graduation after a student has been separated from all academic institutions for at least three years. In addition to the loss of grades and credits, students, who are granted academic clemency, also forfeit the use of previous placement scores and prerequisites already completed.

Students must apply for clemency before the first day of classes for the semester they are re-entering.

Note: Federal regulations make **no provision** for academic clemency. The student's complete academic record, including courses the student has been granted academic clemency, will be included when reviewing financial aid eligibility.

3.16 TRANSCRIPTS

A transcript is the complete and official record of academic work. It will be required when transferring to another institution of higher education, when seeking employment, and on many other occasions. Official transcript requests may be made in person, in writing, by mail or email by selecting Get Your Transcript link at the bottom of the ASU-Beebe website to print the **Records Request Form**. Transcripts are provided free of charge unless ten or more ordered at one time, at which time a charge of \$1.00 each will be assessed. The fee should be enclosed with the transcript request.

Transcripts will not be issued if the student has any past due financial obligation to the University.

For more information about obtaining an official transcript, visit the Registrar's Office webpage. Unofficial transcripts may be viewed and printed from the Vanguard Portal, located under the Academics >> Degree Audit tab.

3.17 ACADEMIC DISTINCTION

Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

- The Chancellor's List
 - Students with a 4.00 GPA and at least 15 credit hours
 - Students are eligible to participate in the Honors Program the following semester
 - Award published at the end of each Fall and Spring semester
- The Dean's List
 - Students with a 3.50 - 3.99 GPA and at least 15 credit hours
 - Award published at the end of each Fall and Spring semester
- Academic Leadership and Achievement Award
 - Two sophomores from each division are honored at Spring Commencement
- Outstanding Citizenship Award
 - A sophomore male and a sophomore female are awarded based upon outstanding citizenship

Each semester, students named to the Chancellor's List and Dean's List receive a scholastic achievement certificate from the University.

Students in the Honors Program, who complete all requirements, will have "Graduate of the Arkansas State University-Beebe Honors Program" on their transcript.

Graduates with a 3.75 or better GPA will be recognized at commencement.

3.18 APPLICATION FOR GRADUATION

Students requesting consideration for graduation must complete an Application for Graduation prior to the published deadline for the semester or term. Students should apply through the Vanguard Portal, Academics >> Forms tab.

In certain situations, the advisor or Academic Dean may allow a substitute for a program requirement. The University Registrar must be informed of this request prior to conferring the student's degree or certificate. The Associate Vice Chancellor for Academics has final approval of substitution request.

The appropriate degree or certificate will be conferred once all academic requirements have been met and all obligations to the University have been completed. There is no charge to apply for graduation.



GRADUATION REQUIREMENTS

Graduation requirements for a student seeking a degree or certificate include:

- Successful completion of all program requirements with minimum cumulative grade point average of 2.00
- Minimum of 15 semester credit hours completed at ASU-Beebe
- Satisfaction of all financial obligations to the University

For additional information on graduation requirements, please refer to the Registrar's Office or the *University Catalog* under which the student enrolled.



CHAPTER 4

CASHIER'S OFFICE POLICIES AND PROCEDURES

The Cashier's Office collects payments, such as tuition, fees, and room and board. The office also disperses financial aid refund checks and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through the Nelnet link on the Vanguard Portal home page.

Beebe
State Hall, Room 108
501.882.8825/8850

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
1st Floor, Room 138
501.362.1112

Searcy
Bookstore/Business Office, MB 306
501.207.6204/6202

4.1 STUDENT FEES AND ACCOUNTS

When students register for classes, an account receivable record is created. Before the first day of class each term, students must make sure the balance is paid in full or payment arrangements are in place.

Tuition and other obligations are payable before the first day of class. Room and board charges must either be paid in full upon moving into the Residence Halls or included in the Payment Plan.

All financial obligations must be settled in full before grades, transcripts, or other official records will be released.

4.2 ACCOUNTS RECEIVABLE POLICY

Students can pay their accounts receivable account at the time they register for courses or anytime up through the required payment date for each term.

The methods of payment are:

- Payment in full (cash, check, and/or credit card)
- Enrollment in the Payment Plan
- Approved Financial Aid or Scholarships

The Cashier's Office and Bookstore will accept Visa, MasterCard, and Discover cards.

ASU-BEEBE@LRAFB does not accept cash payments due to U.S. Air Force restrictions.

If paying online through the Vanguard Portal, students have the option to pay in full with a credit card or to pay by installments through the Payment Plan. There is \$25 enrollment fee per semester for the Payment Plan.

The last day to pay for each term is the day before the classes begin.

No subsequent enrollment is allowed if a student owes an accounts receivable balance from a prior semester. The student billing account is flagged to prevent registration.

Other accounts receivable balances could occur from residence hall charges, hall damages, lost keys, university fines, etc. Those amounts are added to the student accounts receivable account when the Cashier's Office is notified by the Associate Vice Chancellor/Dean of Students or University Police. The

student will be notified by the Associate Vice Chancellor/Dean of Students about residence hall and/or key charges. University Police will issue the student a ticket for traffic or tobacco violations.

Returned checks are sent to the Cashier's Office by the banks for insufficient funds, stop payments, or closed accounts. Collection activities for these items will be implemented until payment is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney's Office for collection and/or prosecution if not paid.

Past due balances from prior semesters are turned over to the Arkansas Department of Finance and Administration for collection by the Debt Set Off program. Past due balances are also turned over to a collection agency the term following that in which the charges occurred. Accounts remain in the program until fully paid or have been inactive for two years. Student transcripts will not be released until collection has been received in full.

4.3 PAYING BY CHECK

The Cashier's Office and Bookstore will accept personal checks that are made payable in the amount of the obligation to the campus the student is attending: ASU-Beebe, ASU-Beebe@Heber Springs, ASU-Beebe@LRAFB or ASU-Beebe@Searcy. This is a privilege extended for the convenience of the student. All checks must be written on bank checks; temporary and altered checks are not accepted.

A student, who presents ASU-Beebe a bad check, regardless of the reason, MUST make this check good upon notice from the Cashier's Office. A handling charge will be assessed on all bad checks.

Personal checks up to \$25 may be cashed at the Cashier's Window.

4.4 PAYING BY PAYMENT PLAN

To help students meet educational expenses, Arkansas State University-Beebe is pleased to offer an automatic, electronic Payment Plan. The Payment Plan is a convenient tuition management plan that provides a low cost option for budgeting tuition and other educational expenses. It is not a loan program. There is no debt, no interest or finance charges, and no credit check. The only cost to budget monthly payments through the Payment Plan is a \$25.00 per semester nonrefundable enrollment fee. The enrollment fee is automatically deducted upon setting up the agreement. Payments may be withheld from a checking account, debit, or credit card.

For more information on Payment Plan, please call the Cashier's Office or visit the Cashier's Office/Tuition webpage.

4.5 FINANCIAL RESPONSIBILITY

Student are individually responsible for their financial obligations to the University. They are expected to make prompt responses and settlement of all financial obligations. Such obligations include tuition and fees, room and board, university fines, library fines and charges, and damage charges.





4.6 BOOKSTORE SERVICE

Students can shop for textbooks in the campus bookstore or online at the ASU-Beebe Bookstore homepage. The campus stores stock all of the textbooks and learning materials needed for each course, as well as supplies, apparel, and novelty items.

Beebe
McKay Student Center, 1st Floor
501.882.8849

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
2nd Floor, Room 213
501.362.1206

Searcy
Bookstore/Business Office, Hall 1, MB 129
501.207.6204/6202

Students must use a credit card or approved financial aid to purchase through the online store. Purchases may be picked up in the Bookstore or shipped to a physical street address or other ASU-Beebe campus Bookstores. Orders are not shipped to post office boxes. The online store may be accessed through the ASU-Beebe Bookstore homepage. Select the bookstore for the campus you attend, click on "Your Official Source for Books: START HERE" link, and then shop by course information or ID number to find the items needed.

ASU-Beebe also offers the option to rent textbooks. Take a copy of your schedule to any campus Bookstore for information on rental availabilities.

Payment for purchases may be made with cash, check, Discover, Visa, and/or MasterCard. Books may also be charged to financial aid awards or scholarships in the store no sooner than five (5) days before each term begins. Some restrictions may apply.

Textbook buy back dates are the days of final exams. These dates will be posted on the Bookstore homepage.

CHAPTER 5

STUDENT INFORMATION AND SERVICES PROVIDED

5.1 ADVISING AND LEARNING LAB

Beebe

McKay Student Center, Room 200
Fall & Springs: M-Th 8:00-8:00, F 8:00-5:00
Summer & Breaks: M-F 8:00-5:00
501.882.8867

LRAFB

Jacksonville-Little Rock AFB
University Center, Suite 118
Call for Tutor Schedule
501.988.4581

Heber Springs

Student Services/Administration Bld., Room 229
Fall & Springs: M-Th 8:00-8:00, F 8:00-3:00
Summer & Breaks: M-Th 7:30-4:30, F 7:30-3:00
501.362.1223

Searcy

Main Building, Room 306
M-F 8:00-5:00
Call for Appointment 501.207.6252

The Advising and Learning Lab provides academic support to Arkansas State University-Beebe students through academic advising, tutoring, workshops, and educational technology. Students may visit the Advising and Learning Lab for assistance with most ASU-Beebe coursework, academic advising issues, or to utilize the open computer lab. In addition to these services, students enrolled in distance education classes through ASU-Beebe can access the ***Learning Center Online*** for tutoring via *Blackboard*, Monday-Friday.

Year-round tutoring, academic advising, and other services are **free**. No appointment is needed at the Beebe or Heber Springs campus. For more information, contact the Advising and Learning Lab on your campus for specific schedules or go to the Advising and Learning Lab webpage.

5.2 Blackboard (Bb)

Blackboard is the Learning Management System used for ASUB Online. All students have access to *Blackboard* through the Vanguard Portal. Once logged into the learning management system, students may utilize the online Learning Center, Library, Student Union, and *Blackboard* & ASUB Online Orientation, in addition to their classes.

Blackboard may be accessed through the Vanguard Portal link on the ASU-Beebe website or type mycampus.asub.edu into the browser.

To log into Vanguard Portal:

Username: firstname.lastname

Default Password: First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY)

NOTE: Passwords may or may not end with an exclamation point (!).

Example: john.doe

Password: Jd07041985! or Jd07041895

For assistance logging into the Vanguard Portal, contact the IT Help Desk at helpdesk@asub.edu.

After logging into the Vanguard Portal, select the *Access Blackboard* link. Students will have access to online classes two days prior to the class starting. For best results, student should use Mozilla Firefox or Google Chrome browser when on a Windows PC or digital device. For Apple products, Safari may be used as well as Firefox and Chrome.

For technical assistance, contact the *Blackboard* Help Desk at 501.882.4409 or email BbHelpDesk@asub.edu.

Students must use their ASU-Beebe email to send messages to the Blackboard Help Desk.

5.3 CAREER PATHWAYS

Beebe
Corner of Iowa/West Orange
501.207.3049

Searcy
Career Pathways, Hall 1, MB 303
501.207.6244

Arkansas Career Pathways Initiative at ASU-Beebe is a grant funded program designed to assist low-income parents with dependent children to overcome barriers that may prevent them from achieving their educational and employment goals. Career Pathways Initiative services include advising, career counseling, and resume writing guidance in addition to financial assistance with tuition, books and fees, childcare, and transportation (fuel) cost. Refer to the Career Pathways webpage for additional information.

5.4 CULTURAL OPPORTUNITIES

ASU-Beebe offers our students and the public many opportunities for artistic and cultural experiences through four venues hosted on the Beebe and Heber Springs campuses.

The Centennial Bank Concert & Lecture Series

In partnership with Centennial Bank, ASU-Beebe brings national and international touring entertainers to our stage. The series features music, comedy, and novelty acts that appeal to a wide range of interests.

Theater Productions

ASU-Beebe's talented theater students present a variety of productions designed to provide enjoyment for the university community, while offering an excellent educational opportunity for our performing students.

Theater Department
Owen Center
501.882.4493

Music Performances

Everyone is invited to enjoy the vocal and instrumental performances by our gifted ASU-Beebe music students. Student recitals, as well as performances by touring artists, are hosted regularly. Make sure you check out our performing groups: The Symphonic Band, The Jazz Ensemble, The Chamber Singers, and The Singers.

Music Department
Howell Center
501.882.4474

Art Gallery

The England Center houses an art exhibition space. Everyone is encouraged to view the changing exhibits in our gallery. Please contact the Art Department for information on the current gallery display.

Art Department
England Center
501.882.4495

5.5 EMAIL ACCOUNTS AND CAMPUS NETWORK ACCESS FOR STUDENTS

Students are assigned an email address for official university communication. The student's email address, Wi-Fi, and Vanguard Portal usernames are in the following format:

Username: firstname.lastname

Email: firstname.lastname@smail.asub.edu

Username Example: john.doe

Email Example: john.doe@smail.asub.edu

The email, Wi-Fi, and Vanguard Portal password is structured in the following format unless the student sets a personalized password in the new 2017 Admissions Application:

Default Password: First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY)

NOTE: Passwords may or may not end with an exclamation point (!).

Example: John Doe, Birthday July 4, 1985

Password: Jd07041985! or Jd07041895

Students can reset their password in the Vanguard Portal by selecting the Change Password option under the My Profile link.

For access:

Email: mail.asub.edu or office.com

Wi-Fi: ASUB network (*ASUB Guest* network is available to on-campus visitors.)

Vanguard Portal: mycampus.asub.edu

For assistance, please email Information Technology Services at helpdesk@asub.edu.

5.6 FINANCIAL AID

Beebe
State Hall, Room 105
501.882.8845
finaid@asub.edu

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
3RD Floor, Room 323
501.362.1211

Searcy
Student Services Office, Hall 1, MB 104
501.207.6253

The Financial Aid Office is committed to helping eligible students fund their education. The information submitted is reviewed to determine if the student is eligible for Pell Grants, loans, work study, and/or other types of aid.

Students may apply for federal aid online at www.fafsa.gov. Many of the financial aid services at ASU-Beebe may be accessed through the Vanguard Portal or links on the Financial Aid webpage.

IMPORTANT: Federal Aid will **only pay for classes** that are *required* for the student's ASU-Beebe **declared major** as listed in the degree plan of the **Catalog Year** assigned to that student.

Financial aid may be recalculated and a student may be required to pay back all or a portion of aid if the student withdraws from some or all courses or stops attending classes. If a student is receiving any kind

of financial aid or scholarships, it is highly recommended that he/she contacts the Financial Aid Office before withdrawing or dropping courses.

Additional programs, such as Institutional Scholarships, State Scholarships, State Grants, Veterans Benefits, Rehabilitation Services, and Career Pathways may be available for qualifying students. View the Financial Aid webpage for more information.

Filing the FAFSA is required yearly. This can be done beginning October 1st and the earlier the better! Receiving your financial aid before the start of the semester depends on it, as well as turning in ALL of your documents for review as quickly as possible! Priority deadline dates for submission are posted on the Financial Aid webpage.

IMPORTANT: FAFSA opens on **October 1st** based on your **Prior Prior Year Filed Income Taxes**.

For example: The **2015 tax information** will be used to complete the **2017-2018 FAFSA** for the Fall of 2017, Spring and Summer of 2018.
The **2016 tax information** will be used to complete the **2018-2019 FAFSA** for the Fall of 2018, Spring and Summer of 2019.

Check your Vanguard Portal and ASU-Beebe student email account regularly for important information concerning your *financial aid eligibility* and *Satisfactory Academic Progress (SAP)* status!

VETERAN STUDENTS: Arkansas State University-Beebe is an approved institution for providing assistance to veterans and veteran's beneficiaries. Students using veteran's assistance **MUST** consult with the ASU-Beebe Veteran Representative on the Beebe campus when making schedule changes, withdrawing, repeating courses, or changing degree plans. Veterans, their dependents, and others entitled to educational assistance payments from Veterans Administration (VA) may visit the Veteran Representative on the Beebe campus for detailed information and forms.

5.7 GYMNASIUM

Beebe
Owen Center, Gymnasium/Fitness Center
501.882.8998

The PE Complex offers two racquetball courts, a full basketball court, a fitness center, an outdoor track, and three tennis courts. Students must present a valid ID before entering the complex, which is located in the Owen Center on the ASU-Beebe campus.

5.8 HEALTH SERVICES & INSURANCE PROGRAM

The University does not maintain a health clinic. With the passing of the Affordable Care Act, Arkansas State University-Beebe no longer offers an optional consortium healthcare insurance plan to students. Young adults may stay on their parent's plan until the age of 26 or shop for insurance at the Health Insurance Marketplace at <https://www.healthcare.gov/>.

Residence Hall students should report illness or injury to the Residence Hall Director or the Associate Vice Chancellor/Dean of Students.

The university assumes no liability, either expressed or implied, for student health services.

5.9 IDENTIFICATION CARDS

Beebe
Student Life
McKay Student Center, Suite 100
501.882.8951

Heber Springs
Student Services/Administration Building
2nd Floor, Room 232
501.362.1121

Searcy
Student Services Office, Hall 1, MB 103
501.207.6205

A non-transferable identification card is issued to each student after registration. No charge is made for the initial issue, but a \$10.00 fee is charged for replacement I.D. cards; Residence Hall replacement I.D. cards are \$50.00. All ID cards the property of ASU-Beebe. Falsification, alteration, or misuse of I.D. cards may result in disciplinary action.

5.10 INTRAMURALS

Beebe
Owen Center, Room 143C
501.882.4463
cburns@asub.edu

The Intramural Sports program is an opportunity for all students, faculty, and staff to participate in a variety of competitive activities. It provides physical activities in which anyone can participate, regardless of ability level. Activities include Flag Football, Horseshoes, Archery, Tennis, Softball, Basketball, Mini Golf, Volleyball, Kickball, Ping Pong, Indoor Soccer, and Ultimate Frisbee.

5.11 LIBRARY

Beebe
204 Palm Street
501.882.8976
circ@asub.edu

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
Call for Access Information 501.988.4151

Heber Springs
Student Services/Administration Building
2nd Floor, Room 232
501.362.1121

Searcy
Media Center, Hall 3, MB 310
501.207.6231

Abington Library is located on the ASU-Beebe campus. The mission of Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the communities it serves. Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. The library holds over 78,000 printed books, over 5,000 audio/visual items, and printed subscriptions to approximately 90 periodicals. Online access is provided to over 65,000 eBooks and nearly 30,000 online journal titles.

Services include general specialized library instruction for classes and/or individuals and interlibrary loans. Reference service is available on site, by phone at 501.882.8976, on the library website or by email at circ@asub.edu.

Group and individual study rooms are available for private study. Wireless access and computers with network printers are available for use at no charge. Special resources housed within the library include materials in the Arkansas and Special Collections Room and the George Fisher Gallery.

5.12 OFFICE 365

Office 365 is a FREE download available to all ASU-Beebe students, faculty and staff. Office 365 offers Office applications plus other productivity services that are enabled over the internet. For a FREE download of Office 365, click the App Launcher at the top left corner of your email, select "Video" and go to the ITS channel. From there, click the "Microsoft Office 2016 Installation" tutorial. Each person is allotted 5 free downloads to any PC and 5 free downloads to any mobile device. For assistance, please email Information Technology Services at helpdesk@asub.edu.

5.13 RESIDENCE HALLS

Beebe
Student Success Center
McKay Student Center, Suite 202
501.882.8879

The majority of Arkansas State University-Beebe students commute to campus; however, on-campus residence halls are available at Beebe. Legacy and Horizon Residence Halls opened Fall 2011 and each house 124 students. Rooms are arranged in suite style with both double and single occupancy rooms available. Each building features computer labs, study rooms, game rooms, and have many opportunities for students to fully experience the college environment. Visit the Residence Halls webpage under the Campus Life drop-down menu for more information. The housing application may be accessed through the Vanguard Portal.

5.14 STUDENT LIFE

Beebe
McKay Student Center, Suite 100
501.882.8951

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
2nd Floor, Room 236
501.362.1223

Searcy
Student Services Office, Hall 1, MB 107
501.207.6212

Student Life provides opportunities for students to learn and develop outside the classroom. Students, who are actively engaged on campus, tend to have more successful academic careers.

Student Life encompasses the areas of student activities, leadership programs, student organizations, I.D. cards, and facilities use. For more information, visit Student Life on the first floor of the McKay Student Center.

5.15 STUDENT SUCCESS CENTER

Beebe
McKay Student Center, Suite 202
501.882.8906

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building,
1st Floor, Room 117
501.362.1225

Searcy
Student Services Office, Hall 1, MB 107
501.207.6212

The Student Success Center offers a wide range of academic, personal, and support services for students at ASU-Beebe and its campuses. The department's goal is to help students matriculate through college, succeed academically, connect to available resources, graduate, and become productive citizens.

- **Career Services** offer guidance as students search for a career path that matches their interests, skills, and values. A full range of resources and services assist students in developing the necessary strategies and skills, which will distinguish them as a qualified professional.

Career services include:

- Assessments
 - Career Counseling
 - Mock Interviews
 - Networking Opportunities
 - Resume and Cover Letter Critique
 - Seminars
 - Up-to-date Employment Announcements
 - Workshops
- **Counseling** is available to students experiencing personal problems that interfere with academic and social performance. Students may be referred to outside resources.
 - **Disability Services** focuses on the diverse needs of persons with disabilities to recognize and achieve educational goals. The University is committed to the Americans with Disabilities Act of 1990, amended in 2008, and Section 504 of the Rehabilitation Act of 1973 to provide access and equal opportunity for all qualified individuals with disabilities.
 - **Transfer Services** offers assistance with selecting an appropriate transfer school that meets each student's individual needs. The goal of Transfer Services is to make the student's transfer from ASU-Beebe as seamless as possible.

For more information, visit the Student Success Center webpage.

5.16 STUDENT SUPPORT SERVICES

Beebe
State Hall, SSS Complex, Room 125
501.882.8964

Heber Springs
Academic Center, 2nd Floor, Room 230
501.362.1232

Student Support Services (SSS) is a federal TRIO program, funded through the U.S. Department of Education. SSS provides eligible students with advising, opportunities for academic development, assistance with basic college requirements, encouragement needed to complete educational goals, and other academic and support services designed to help participants succeed in college.

SSS students may drop-in for tutoring, schedule an appointment for a one-on-one session, attend a group session, or utilize NetTutor (online tutoring available 24/7).

Student Support Services maintains a state-of-the-art computer lab for SSS participants, as well as a study room with a current reference library. SSS also engages its participants through a host of workshops, as well as transfer trips to different colleges within the state.

Additionally, SSS involves participants in various activities that help them develop socially and culturally. Activities include dinner theatres, museums, symphonies, and the Clinton Presidential Center. All of these services are free to students who join the program.

Please visit the Student Support Services webpage for additional information, eligibility requirements, and application or visit State Hall 125 to meet our friendly staff and learn more about our services and facilities.

5.17 TESTING SERVICES

Beebe
Owens Center, Room 146
501.882.8812

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Bld., Room 117
501.362.1225

Searcy
Student Services Office, Hall 1, MB 106
501.207.6212

Testing Services provides services to current and prospective students. The department partners with faculty, staff, and community members to offer workshops, training, and outreach services.

Assessments administered by the Testing Center include:

- Accuplacer
- CLEP (College Level Examination Program)
- Correspondence Tests
- DANTES
- John Deere Mechanical Reasoning
- Pearson VUE
- Proctored Test

5.18 UNIVERSITY FOOD SERVICES

Beebe
University Café, McKay Student Center
501.882.4430

Heber Springs
Student Services/Administration Bld. 2nd Floor
501.362.1114

Searcy
Student Center Snack Bar, Hall 1 MB
501.207.6260

The University Café offers on-campus dining options to residential and commuter students, as well as to the public. Meal plans are included in the cost of room and board for residence hall student. Meal cards are available for the purchase in the Cashier's Office at the Beebe Campus. Dining options vary by campus. Check at the University Café or Student Life for more information.

5.19 VANGUARD NEWS

The *Vanguard News* is online announcements available to view through O365 SharePoint or Vanguard Portal News Center.

Vanguard News covers activities, news, and events of interest to the campus community.

5.20 VANGUARD PORTAL

Vanguard Portal is our student information system locate on the ASU-Beebe website. It is a web-enabled interface to the ASU-Beebe student records system and offers access to a number of information services. Internet Explorer 7.0+, Mozilla Firefox, Google Chrome, or Safari is needed to access the Vanguard Portal.

The Vanguard Portal allows students to register for courses and make schedule changes online, pending advisor approval. Other services include:

- Class schedule viewing and printing
- Contact Advisor
- Course availability
- Degree audits
- Demographic information
- Financial Aid status
- Grade reports
- Learning Management System access
- Payment Plan
- Student Account status
- Unofficial transcripts

The Vanguard Portal may be accessed at mycampus.asub.edu.

Vanguard Portal Initial Log-in:

Username: firstname.lastname

Default Password: First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY)

NOTE: Passwords may or may not end with an exclamation point (!).

Example: john.doe

Password: Jd07041985! or Jd07041895

Students are encouraged to change their password on the initial log-in. Students can reset their password in the Vanguard Portal by selecting the Change Password option under the My Profile link.

The student's advisor is the main contact for issues with the Vanguard Portal. Advisors can reset PIN numbers (passwords) and clear advisor flags each semester.



CHAPTER 6 CAMPUS SAFETY & YOUR RIGHT TO KNOW



The University Police are police officers who are fully certified by the Arkansas Commission on Law Enforcement Standards and Training. The University Police Department (UPD) is authorized by Act 328 of 1967 and University Officials to protect the person and property of students and of the university community. The University Police work closely with local, county, and state police agencies under memorandums of understanding. It is within UPD jurisdiction to arrest any person committing an offense against the law of the State of Arkansas or against the ordinances of the city in which the campus is located.

Students needing the assistance of a University Police Officer may contact the office directly.

Beebe
State Hall, Room 127
Office: 501.882.8851
Cellular: 501.288.3071

Heber Springs
Academic Center, 1st Floor, Room 124
Office: 501.362.1234
Cellular: 501.691.1313

Searcy
University Police, Hall 1, MB 116
Office: 501.207.6240
Cellular: 501.827.8147

Students, who live on campus, may contact the Residence Hall Director who will in turn contact the University Police.

Legacy Hall
705 North Orange Street
501.882.8904

Horizon Hall
1001 West Mississippi
501.882.8918

6.1 SECURITY AWARENESS AND CRIME PREVENTION

Security Awareness and Crime Prevention programs are sponsored by the University Police and other campus departments throughout the year. Orientation for new and transfer students include a presentation by the University Police on crime prevention and personal safety. The Student Safety Council sponsors a Crime Watch program and typically meets twice each semester to develop crime prevention and awareness programs for the university community.

The safety and security of the campus is a community responsibility and the University Police Department encourages all members of the community to be proactive in the effort to maintain the highest level of awareness regarding security and safety.

6.2 FACILITY ACCESS AND SECURITY MEASURES

Arkansas State University-Beebe campuses are open to students, parents, employees, and visitors during business hours. After hour access is by key entry or pre-approved supervised admittance. Residence halls are secured and monitored by video surveillance 24 hours a day.

The University Police, Physical Plant, and community members work together to ensure proper working condition of exterior lighting, locking mechanisms, and landscape control in an effort to maintain the safety and security of the university campus. Any issues reported by community members or found during a routine check by the University Police are quickly responded to by the Physical Plant staff.

6.3 REPORTING EMERGENCIES AND CRIMINAL ACTIVITY

Students, employees, and visitors are encouraged to promptly report suspected criminal activity, accidents, and other emergencies to the University Police Department or the appropriate law enforcement agency through the 911 emergency system.

On-campus reports may be made by the following three methods:

- In person at the University Police campus office
- Email to any officer listed on the University Police Staff page
- By phone at 501.882.8851

Immediately upon receiving a report, UPD will begin investigating the information.

The University makes every reasonable effort to preserve an individual's privacy and protect his/her confidentiality. In some situations, disclosure may be required to protect the individual or other's safety or rights, in fairness to the persons involved, or in response to legal requirements.

As required by law, all disclosures to any university employee of an on-campus criminal act *must* be reported to the University Police Department.

6.4 EMERGENCY NOTIFICATION

In the event that a situation arises on or near campus, the University Police Department, in consultation with other administrative offices, such as Student Services, Dean of Students, Chancellor's Office, etc., will determine if the situation constitutes an on-going threat to the university community and issue a "timely warning" notice, commonly called a "Campus Safety Alert." Community members or university employees, who witness or learn of a crime or other serious incident on or near campus, should report it to the University Police Department as soon as possible so a Campus Safety Alert may be issued, if warranted.

UPD will distribute the alert by one or more of the following methods:

- Alerts posted on bulletin boards throughout the campus
- ASU-Beebe Emergency Alert Notification System
- Email announcement
- Social Media
- Website posting

The ASU-Beebe Emergency Alert Notification System uses telephones, cell phones, text, social media, email, and an external speaker system to communicate emergency situations to the university community members. All students and staff are registered automatically upon admission and/or employment.

The ASU-Beebe Emergency Alert Notification System will be used to issue alerts in the following situations:

- Building Evacuation
- Campus Evacuation
- Lockdown
- Tornado Warnings
- Inclement weather

The University Police verifies all emergencies and conducts system test at least annually.

Additionally, University Police Department publishes an **Emergency Procedures Guide**. The guide is distributed to campus offices, classrooms, and residence halls. The Emergency Procedures are also posted on the UPD webpage and printed at the end of the Student Handbook.

The Marketing and Public Relations Office will notify the community of any emergencies that affect the public at large and, also, weather related information as related to university closures.

6.5 EMERGENCY PROCEDURES

Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously. Emergency procedure guidelines are included at the end of the Student Handbook. Please familiarize yourself with the material so you will be prepared if a crisis arises.

6.6 MISSING STUDENT NOTIFICATION

In accordance with the Higher Education Reauthorization Act of 2008, all residence hall students are asked to supply an emergency contact person at the time of check-in that will be notified should the student be missing for 24 hours. If the missing student is under the age of 18, his/her parent(s) will also be notified. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24 hours.

6.7 ALCOHOL AND DRUG STATEMENT

Arkansas State University-Beebe prohibits possession, use and/or distribution of alcoholic beverages, in any form, and the use, manufacture, distribution, or possession of drugs without medical prescription in or about university grounds, instructional buildings, residence halls, or at any university-approved activity on or off campus.

ASU-Beebe alcohol and drug statement is in compliance with federal, state, and local laws, including, but not limited to, Minor in Possession of Intoxicating Beverages statute.

Disciplinary action may be imposed by the University in addition to criminal penalties.

Alcohol and drug education resources are available at the following locations:

Beebe
Student Success Center
McKay Student Center Building, Room 202
501.882.8876

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Administration Office
Student Services/Administration Bld., Room 324
501.362.1209

Searcy
Student Services Office
Main Building, Hall 1
501.207.6205

6.8 CAMPUS SEX CRIMES PREVENTION ACT

The **Campus Sex Crimes Prevention Act** (section 1601 of Public Law 106-386) is a federal law that provides for the tracking of convicted, registered sex offenders who are working, volunteering, or enrolled as students at institutions of higher education.

The Act requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where its members may obtain information concerning registered sex offenders.

To inquire about registered sex offenders at your campus, contact the following departments:

ASU-Beebe

University Police
State Hall, Room 127
Beebe, AR 72012
501.882.8851

ASU-Beebe@Heber Springs

Cleburne County Sheriff's Office
914 South 9th Street
Heber Springs, AR 72543
501.362.8143

ASU-Beebe@LRAFB

Pulaski County Sheriff's Office
2900 South Woodrow
Little Rock, AR 72201
501.340.6600

ASU-Beebe@Searcy

White County Sheriff's Office
417 N. Spruce
Searcy, AR 72143
501.279.6232

For more information regarding Campus Sex Crimes Prevention Act, please contact the University Policy Department.

6.9 CLERY CRIME STATISTICS

The University Police Department prepares an annual Campus Security Act Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to UPD, designated officials, and local law enforcement.

Non-campus property owned by the University is monitored by local law enforcement.

The UPD maintains a Daily Crime Log that records all crimes, listed by the date and incident reported, and other serious incidents that occur on campus, in non-campus buildings or property owned or operated by the University or its students "in a reasonable contiguous geographic area," public property within, adjacent to, or immediately accessible from the campus or within the department's patrol jurisdiction. In accordance to the Clery Act requirements, incidents are posted within two business days and may be viewed at the department's office. The daily log may exclude certain incidents, particularly if the reporting may compromise the investigation.

The most recent Clery Reports are located at the end of this chapter and may be viewed at the University Police Office.

For more information on emergency procedures, Clery Crime Statistics, and policies and procedures, refer to the University Police webpage.

6.10 FIRE SAFETY

The University Police Department maintains a Fire Log record of all alarms and actual fire events and prepares an Annual Fire Safety Report. Contact the University Police Department for more information on viewing the report.

6.11 CAMPUS TOBACCO USE POLICY

Effective June 1, 2009, the tobacco use policy at Arkansas State University-Beebe is as follows:

Smoking and the use of all tobacco products is strictly prohibited anywhere on university property, including inside vehicles parked on university property.

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, or the use of smokeless tobacco products, including snuff, chewing tobacco, smokeless pouches, or any other loose leaf, smokeless tobacco.

Smoking and the use of tobacco products is prohibited in university vehicles.

Fines from \$100 to \$500 may be charged to violators of the Campus Tobacco Use Policy.

Note: Policy adopted to comply with Arkansas Clean Air on Campus Act 734 of 2009. *Updated by the Chancellor's Council, 2014.*

6.12 WEAPONS POLICY

No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event, which is part of the Arkansas State University System. This prohibition extends to individuals having such weapons on their persons; in briefcases, purses, handbags, backpacks, or other carrying cases; or among other personal property of effects. This policy expressly disallows the carrying of concealed handguns. Each System location shall post written notice of this prohibition.

Weapons include, but are not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nun chucks, brass knuckles, tasers or other weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

Any student violating this policy shall be subject to sanctions up to and including expulsion. Any employee violating this policy shall be subject to discipline through the process applicable to that employee up to and including discharge. Others violating this policy will be subject to prosecution under criminal laws and may be banned from Arkansas State University System campuses and events. For additional information, refer to the Arkansas State University System's Weapon Policy, <https://www.asusystem.edu/about/policies/weapons/>.

(Adopted by the Arkansas State University Board of Trustees on August 8, 1997. Resolution 97-23; Revised December 12, 2008, Resolution 08-80; Revised May 23, 2013, Resolution 13-11, Revised September 18, 2015, Resolution 15-35.)

6.13 TRAFFIC AND PARKING REGULATIONS

In accordance with the Arkansas Code Annotated 25-17-307, the Board of Trustees of Arkansas State University established the following rules and regulations for the registration, operation, and parking of motor vehicles on an Arkansas State University-Beebe campus, which are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by Arkansas State University-Beebe.

ENFORCEMENT OF PARKING REGULATIONS

The enforcement of the ASU-Beebe Parking and Motor Vehicle Regulations is the responsibility of the University Police Department. This document contains the official word on parking regulations on campus. If in doubt about any parking or motor vehicle issue, please contact the University Police.

RESTRICTED PARKING AREAS

Red	Restricted parking at all times unless otherwise noted.
Blue/White	Designated disability parking spaces including ramps. Only vehicles displaying a current disability permit from any state may park in Blue/White.
Green	Visitors and/or 30 Minute parking only.
Signs/Pavement Markings	Restricted by signs and pavement markings.
Event Parking	Arkansas State University-Beebe reserves the right to set aside areas as necessary for special events in all parking areas of the campus. The University also reserves the right to temporarily block certain streets, as necessary, without notice to the public.

Parking on the grass, sidewalks, cross walks, building entrance, etc. is not allowed. Any other restricted parking areas will be clearly noted.

DISABILITY PARKING

Vehicles parked in disability parking spaces at ASU-Beebe must display a current disability license plate or placard issued by any state. Parking in disability spaces without proper permits is a serious offense. Citations issue for this violation carry a \$50.00 fine. Citations are also issued for blocking disability ramp space, recessed street, and sidewalk access areas.

Transfer of disability license or placard is a violation of the Arkansas state law. Offenders will receive citations.

RESPONSIBILITIES AND INFORMATION

Standard traffic regulations and definitions as enacted into the motor vehicles law of the State of Arkansas will be enforced on university property at all times. Students and staff members are expected to be familiar with and abide by these regulations. If a member of the university community is not cited for breaking the traffic regulation, it does not imply that the regulation is no longer in effect.

Pedestrians have the right-of-way at designated crosswalks at all times.

School buses, large vehicles, and other special purpose vehicle will be required to park in areas designated by a University Policy Officer.

Motorcycles, motorbikes, etc. must be operated on streets designated for normal automobile use. Parking for non-motorized and 50 cc or less moped-type vehicles will be restricted to designed parking areas. Bicycle racks are available on campus.

Arkansas State University-Beebe assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time while it is on campus. For protection, lock your vehicle and place valuables in the trunk area.

All vehicle operators will observe and obey the orders of University Police Officers in performance of their duties. This includes rendering and producing identification and registration when requested. All campus vehicle accidents must be reported to the University Police Office.

TOWING AND IMPOUNDING VEHICLES

The University reserves the right to immobilize, tow, and/or impound any vehicle that is parked on university property in such a way as to constitute a serious hazard or to prohibit the normal operation of any part of the parking infrastructure at any ASU-Beebe campus. The University Police may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding, and storage of such vehicles. Vehicles may be held until all charges are paid.

MOVING VIOLATION

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations. The official ASU-Beebe citation will be sufficient as a summons for violation of these rules and regulations. In lieu of a university citation, the violator may be issued a uniform traffic ticket, which will be adjudicated in municipal court.

ENFORCEMENT OF REGULATIONS

1. Arkansas State University-Beebe Police Officers are constituted peace officers by action of the Board of Trustees and under the laws of this state. They possess all authority provided by the law for city police and county sheriffs to be exercised

as required for the safety and protection of the university community and are limited by the same constraints on abuse of power.

2. All appeals should follow the procedures as outlined below.
3. Persons with unregistered vehicles, who violate established Traffic and Parking Regulations (parking on sidewalks, grass, red/yellow areas, crosswalks, etc.), may be issued a uniform traffic ticket, which is payable in Municipal Court in the jurisdiction of the campus form which it is issued.
4. Any vehicle owner, who has five (5) or more traffic or parking violation notifications during any semester that have not been resolved (penalties paid or action completed by the Traffic Appeals System), may have the motor vehicle being used impounded each time the vehicle is parked on campus until outstanding charges have been resolved.
5. Any vehicle owner, who has more than eight (8) traffic or parking violations during the academic year, will have their campus parking privileges revoked for the remainder of the academic year.
6. Standard traffic regulations and definitions, as enacted into the motor vehicle code for the State of Arkansas, will be used in enforcement of campus traffic regulations.
7. The City Police Department has jurisdiction rights to issue tickets on campus since Arkansas State University-Beebe is located inside the corporate limits of the cities of Beebe, Heber Springs, Jacksonville, and Searcy.

OFFENSES AND PENALTIES

Any operation of a motor vehicle that creates a disturbance or hazard on campus may be considered a traffic violation. This would include such things as excessive use of horn, loud sound systems, illegal exhaust systems, squealing of tires, or placing pedestrians or other drivers in a hazardous situation.

A person receiving notice of a traffic or parking violation is required to pay the fine levied or report to the University Police Office to appeal the violation notice within two (2) school days (excluding Saturdays, Sundays, and holidays). If this is not done, the fine will be placed against the student's accounts receivable record in the Cashier's Office.

Violation notices shall be affixed to the motor vehicle or presented to the driver. Violation tickets shall be issued in duplicate, one copy for the offender and one copy for the University Police Office. Information on violation tickets will be forwarded to the Cashier's Office for processing.

Traffic and parking records are kept from August 16 of one year to August 15 of the next year.

FINES

The responsibility for payment of fines incurred shall rest with the registrant. In the event registration has not been completed, payment lies with the owner and/or operator of the vehicle. Persons violating these rules and regulations, while using a motor vehicle on campus, may be charged under the University's system of administrative charges as noted. Fines for tickets written by University Police should be paid at the Cashier's Office.

CAMPUS VIOLATIONS LIST

\$0.00	Warning
\$20.00	Backed into parking space (including pulling through) Blocking drive Blocking dumpster Blocking fire hydrant Blocking loading dock/ramp Disregarding barricades Double parked/blocking Driving wrong way on one way Driving/parked on grass Failure to stop or yield right of way Hazardous driving Parked disregarding painted lines Parked in green zone exceeding 30 minutes Parked in unauthorized zone Parked on wrong side of street Parked where prohibited by signage Speeding
\$50.00 Fine	Parking in ramp/space reserved for disability parking
\$100.00 - \$500.00 Fine	Tobacco use

ADDITIONAL INFORMATION

- Vehicles are considered parked when left standing, stopped, or unattended for any period of time.
- Owners/operators of disabled vehicles (dead battery, empty fuel tank, lost keys, etc.) must notify University Police.
- Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Abandoned vehicles will be towed at the owner's expense.
- Vehicles will not be operated on the ASU-Beebe campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- No parking or stopping on roadways allowed.

All persons, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.

APPEALS

Appeals must be made to the Traffic Appeals Committee according to these rules and regulations within two (2) school days. Appeal forms are available at the University Police Office.

TRAFFIC APPEALS COMMITTEE

The Traffic Appeals Committee will receive written appeals on parking violations and may, at its discretion, require oral presentations. The decisions of the Committee will be final.

**LOCK YOUR CAR
SECURE YOUR PROPERTY
DON'T BE A VICTIM OF A CRIME**

2016- Campus Security Act Report - ASU Beebe Campus

Reported Offenses Of	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Referrals to J-Board For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Offenses (not required by the Campus Security Act but reported by our campus police for your information)	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Larceny (Theft) (Offenses Of)	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
DWI/DUI (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Intoxication (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).

Residence Halls= all residence halls, sororities, and fraternities.

2016 Campus Security Act Report- ASU Heber Springs Campus

Reported Offenses Of	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests For	2016				2015				2014			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	1	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

Referrals to J-Board For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Offenses (not required by the Campus Security Act but reported by our campus police for your information)	2016				2015				2014			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Larceny (Theft) (Offenses Of)	2	0	0	0	1	0	0	0	0	0	0	0
DWI/DUI (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0
Public Intoxication (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).

Residence Halls= all residence halls, sororities, and fraternities.

2016- Campus Security Act Report - ASU LRAFB Campus

Reported Offenses Of	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to J-Board For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Offenses (not required by the Campus Security Act but reported by our campus police for your information)	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Larceny (Theft) (Offenses Of)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DWI/DUI (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Intoxication (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).																								
Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).																								
Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).																								
Residence Halls= all residence halls, sororities, and fraternities.																								

2016- Campus Security Act Report - ASU Searcy Campus

Reported Offenses Of	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests For	2016				2015				2014			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

Referrals to J-Board For	2016								2015								2014							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Offenses (not required by the Campus Security Act but reported by our campus police for your information)	2016				2015				2014			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Larceny (Theft) (Offenses Of)	1	0	0	0	2	0	0	0	0	0	0	0
DWI/DUI (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0
Public Intoxication (Arrests)	0	0	0	0	0	0	0	0	0	0	0	0

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).

Residence Halls= all residence halls, sororities, and fraternities.

CHAPTER 7

CAMPUS ORGANIZATIONS AND ACTIVITIES

7.1 FORMATION OF NEW STUDENT ORGANIZATIONS

New student organizations may be formed on the campus as the need develops. No group may be officially formed until it has been approved by Student Life. A petition, setting forth the objectives of the organization, membership requirements, proposed constitution and by-laws, faculty sponsor(s), membership dues and assessments, and names of charter members must be submitted to Student Life for approval.

New student organizations will become formally recognized upon approval by Student Life. If at any time during the academic year an organization becomes inactive, the group must submit an annual recognition form to the Student Life office in order to be formally recognized again.

For more information on the formation of new student organizations or to acquire the necessary forms, please contact Student Life at 501.882.4428.

7.2 MASS MEETINGS

ASU-Beebe has areas designated as *Free Expression Area* for speeches and demonstrations at each campus. In order to accommodate all interested users, use of this area for speaking, demonstrating, or other forms of expression will be scheduled through the Assistant Director of Student Life for the Beebe campus, the Administration Office for the Heber Springs campus, or the Campus Operations Office for the Searcy campus.

7.3 CHAPERONES

Chaperones must be present at all co-curricular student activities. They must be named at the time the event is scheduled. Faculty members are accepted as chaperones without question; however, if persons other than faculty members are to be used, the Assistant Director of Student Life must grant prior approval.

7.4 ELIGIBILITY TO HOLD OFFICE

No student, who is on academic or disciplinary probation, may serve as an elected officer of a campus organization. A cumulative grade point of 2.00 and a grade point average of 2.00 for the previous semester are prerequisites to holding any office.

7.5 ORGANIZATION ADVISORS

All student organizations must have at least one advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the Assistant Director of Student Life.

7.6 ACTIVITY CALENDAR

A master calendar of activities is maintained in Student Life. All events, both on and off campus, involving students and faculty must be scheduled on this calendar through the Student Life Office. Requests to place events on the activity calendar must be made to the Assistant Director of Student Life.

For more information on scheduling an activity or event on the master calendar, please contact Student Life at 501.882.4491.

7.7 STUDENT ORGANIZATIONS, ACTIVITIES, AND PUBLICATIONS

Research has shown that college students, who get involve outside the classroom, perform better academically and are usually more satisfied with their college experience...so take some time to investigate the opportunities available to you.

AGRICULTURE CLUB (Beebe): The Agri Club is a student directed program, designed to develop leadership, social poise, and skills in dealing with the agricultural issues of a modern society.

ALPHA DEERE OMEGA (Beebe): The purpose of Alpha Deere Omega is to promote scholarship, friendship, and leadership within the Agricultural Equipment Technology program students.

ARKANSAS LICENSED PRACTICAL NURSES' ASSOCIATION (ALPNA) (Searcy): Practical Nursing students will belong to ALPNA, a professional nursing organization.

BAPTIST COLLEGIATE MINISTRIES (BCM) (Beebe, Heber Springs, & Searcy): The Baptist Collegiate Ministries (BCM) provides opportunities for students to meet with other students, who share common values and beliefs, to develop their concerns for others both on and off campus and offer active assistance through service and ministry projects.

BLENDED ETHOS (Beebe): Blended Ethos is the international club that exists to provide opportunities to share the culture and customs of students' native countries with the larger campus community and for students to learn about other countries and cultures. Membership is open to all ASU-Beebe students.

CHI ALPHA (Beebe): Chi Alpha is a Spirit-empowered, diverse community of believers on the ASU-Beebe campus, declaring in word and lifestyle their faith in Jesus Christ, equipped to fulfill their purpose in God's global plan.

CRIMINAL JUSTICE ASSOCIATION (Beebe): The Criminal Justice Association is a student lead program whose purpose is to promote the professional development of criminal justice students through community activities.

DEBATE CLUB (Beebe): The mission of the Debate Club is to provide a supportive organization for students to develop skills in the art of public speaking, critical analysis of issues, leadership, and self-confidence.

DELTA PSI OMEGA (Beebe): Delta Psi Omega, a national honorary dramatics fraternity, is composed of students who have made outstanding contributions to the dramatic activities of ASU-Beebe. The purpose of the fraternity is to stimulate interest in dramatic activities on the campus and to reward outstanding achievements in this field.

ECOLOGY CLUB (Beebe & Heber Springs): The Ecology Club is composed of student with an interest in "green" issues. The purpose of the organization is to provide information and services geared toward environmental awareness.

FUTURE EDUCATORS CLUB (Beebe & Heber Springs): The purpose of the Future Educators Club is to provide information and offer encouragement to those students who are preparing for the teaching profession.

GAMMA BETA PHI SOCIETY (Beebe & Heber Springs): Gamma Beta Phi Society encourages the advancement of scholastic effort and rewards academic merit among college students. Membership is by invitation in accordance with local chapter bylaws.

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA) (Searcy): The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health science education students; thus, helping the students meet the needs of the health care community.

KAPPA KAPPA PSI (Beebe): Kappa Kappa Psi is an organization of opportunity and quality, with historic, well-developed leadership and membership programming that students use to become great leaders, better band members, and better adapted adults prepared for what lies ahead of them.

PHI BETA LAMBDA (Beebe & Heber Springs): Phi Beta Lambda is a national organization, which provides opportunities for students to develop competencies for business and office occupations. The organization is open to any student with an interest in its objectives, which include development of competent business leadership and character, preparation for useful citizenship, creation of an interest and understanding of American business enterprise, and facilitation of the transition from school to work.

PSYCHOLOGY/SOCIAL SCIENCE CLUB (Beebe): The Psychology Club encourages the participation of students interested in pursuing a degree in the field of psychology or other social sciences.

RESIDENCE HALL ASSOCIATION (Beebe): The Residence Hall Association promotes leadership skills, fosters a sense of community among its members, and promotes understanding between residents of campus housing and other members of the campus community. Membership is open to any resident of university housing.

ROTARACT (Heber Springs): This organization is the collegiate version of community Rotary Clubs. Their mission is of service to and participation in community activities.

SKILLSUSA (Heber Springs & Searcy): SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical, and skilled service occupations, including health occupations.

STUDENT GOVERNMENT ASSOCIATION (Beebe, Heber Springs, & Searcy): The Student Government Association exists to provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding and communication between students, faculty, and administration.

STUDENT SUPPORT SERVICES ADVISORY BOARD (Beebe): The Student Support Services Advisory Board exists to advance the mission of the federally funded Student Support Services program.

TAU ALPHA PI (Beebe): Tau Alpha Pi is a national honor society that recognizes students for high standards of achievement in the engineering technology programs. Membership is by invitation. The chapter at ASU-Beebe is designated as the Alpha Arkansas Chapter.

VET TECH/NAVTA (Beebe): The Vet Tech Club is affiliated with the National Association of Vet Tech Professionals (NAVTA). The purpose of the Vet Tech/NAVTA is to promote the issues, occupations, and activities of the veterinary technology field.

WESLEY FOUNDATION (Beebe): Through fellowship, study, and service, the Wesley Foundation, affiliated with the United Methodist Church, is organized to be a “home-away-from-home” for the students of ASU-Beebe.

YOUNG LIFE (Heber Springs): The Young Life Club provided a welcoming place where new and old friends can come together to connect and foster friendships between students, as well as to provide a place where they can be introduced to and grow in their faith.



CHAPTER 8

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

INTRODUCTION

A college education not only prepares you for a profession, but it is also an important step in helping you become a more productive member of society. Arkansas State University-Beebe is a learning community whose members include its students, faculty, and staff. The University offers a high quality, challenging learning environment with the basic purpose of the enlargement, dissemination, and application of knowledge.

Freedom of expression and assembly is fundamental to achieving these basic purposes, but the University must strike a balance between maximum freedom and regulations that promote the order necessary to provide an environment conducive to learning.

The guidelines in the subsequent pages are established with the following objectives:

1. Protect student's rights
2. Facilitate the definition of student responsibilities
3. Provide avenues through which students may seek to affect change
4. Preserve the integrity of the learning community

ACADEMIC RIGHTS AND RESPONSIBILITIES

The freedom and effectiveness of the educational process depends upon the provision of satisfactory conditions and opportunities for learning. The responsibilities to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community.

The student has both rights and responsibilities as a member of the academic community. The most essential right for the student is the right to learn. The University has a duty to provide for students' opportunities and protections that best promote the learning process. You, as a student, play a significant role in fostering and maintaining a quality academic environment for yourself and others. The most important responsibility of the student to the academic community is to refrain from interfering with the rights of others that are equally essential to the basic purposes and processes of the University.

The faculty has a central role in the educational process and the primary responsibility for the intellectual content and integrity of the University. It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately.

The establishment and maintenance of the proper faculty and student relationships are basic to the University's function. This relationship should be founded on mutual respect and understanding and assume a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions between well-intentioned and reasonable persons.

STUDENT CONDUCT PREAMBLE

The enrollment of a student at Arkansas State University-Beebe is a voluntary entrance into the academic community. Each student, who applies for admission and registers for classes, agrees that he/she will abide by the rules, regulations, and policies established by Arkansas State University-Beebe and voluntarily assumes obligations of performance and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law. Failing to maintain these higher obligations may result in the imposition of sanctions or separation from the academic community.

The following ideals are part of the collective expectation of the members of this learning community relative to personal conduct.

Civility: Members of a learning community should interact with others in courteous and polite manner. Members of the community have a responsibility to respect the values, opinions, and feelings of others.

Ethical Behavior: The pursuit of higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

Morality: Members of a learning community commit to ideals of appropriate human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.

Respect: Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard. Respect is gained by decent and correct behavior.

The learning community at Arkansas State University-Beebe does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the boundaries of civil, moral, and/or ethical behavior, that member can expect the community of Arkansas State University-Beebe to call such conduct into question.

Students are expected to comply with all university policies and procedures. The University reserves the right to discipline students or student organizations for inappropriate actions that occur on or off campus.

It is a privilege, not a right, to be an Arkansas State University-Beebe student.

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct serve as examples and apply whether they are performed singly, within a group, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state, or federal laws.

Acts of violence, threats of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the University.

STUDENT CONDUCT MISSION

Arkansas State University-Beebe is dedicated to its mission of “*Transforming Lives through Quality Learning Experiences*” by promoting personal development and individual responsibility. To achieve this, the mission of Student Conduct is to offer a process that promotes student accountability and social responsibility.

STUDENT CODE OF CONDUCT

Article I: Definitions

1. The terms “ASU-Beebe” or “University” means Arkansas State University-Beebe with campuses and sites located at Beebe, Heber Springs, Little Rock Air Force Base, and Searcy.

2. The term “student” includes all persons taking courses at ASU-Beebe, both full-time and part-time, pursuing undergraduate or graduate studies offered by ASU-Beebe or on the premises of the University. Persons who are not officially enrolled for a particular term but who have a continuing relationship with ASU-Beebe in pursuit of an education are considered “students” and are subject to compliance with the Code of Conduct.
3. The term “faculty member” means any person hired by ASU-Beebe to teach credit or non-credit courses.
4. The term “University Official” includes any person employed by ASU-Beebe, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University Official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Associate Vice Chancellor/Dean of Students or designee.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by ASU-Beebe (including adjacent streets and sidewalks).
7. The term “organization” means a group of persons who have complied with the formal requirements for University recognition.
8. The term “Judicial Advisor” means a University Official authorized to conduct an investigation and attempt to resolve a complaint on an informal basis or to conduct an administrative conduct hearing. Judicial Advisors are approved by the Associate Vice Chancellor/Dean of Students.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “regulations” includes all procedures and protocols of ASU-Beebe as found in, but not limited to, the Student Handbook, Code of Conduct, Residence Hall Handbook, and the *University Catalog*.
12. The term “cheating” includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or
 - c. The acquisition, without permission, of tests, instructor text books, or other academic material belonging to a member of ASU-Beebe faculty or staff.
13. The term “plagiarism” includes, but it not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, textbooks/manuals, or other academic materials.

Article II: Proscribed Conduct

A. Breaches of Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III:

1. Alcohol violation: possession, use, manufacture, distribution, and/or being under the influence of alcoholic beverages in or about University grounds, instructional building, residence halls, or at any University-approved activity on or off campus;
2. Use of Tobacco products on any ASU-Beebe campus;
3. Drug violation: possession, use, manufacture, distribution, and/or being under the influence of drugs or a controlled substance without medical prescription;
4. Gambling on or about University property and residence halls;
5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct, or expression on or off the campus;
6. Harassment, such as, intimidation, emotional abuse, verbal comments, stalking, bullying, cyberbullying, threats of harm, or coercion;

7. Unauthorized or illegal entry into a building, classroom, office, room, vehicle, or residence hall;
8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of University documents or identification;
9. Falsification or alteration of any University document or document submitted for the purpose of admissions or financial aid;
10. Disruption or obstruction of teaching, which includes, but is not limited to the use of profanity, vocal outbursts, talking, sleeping, and the use/abuse of cellular phones or other technology;
11. Physical assault, threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person;
12. Sexual misconduct (See Title IX procedures, Chapter 9);
13. Non-recognized student groups attempting to function on the campus or in the name of Arkansas State University-Beebe;
14. Failure to comply with directions, verbal or written, of University Officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of University policy or regulation or giving false testimony or fraudulent evidence in University student conduct proceedings;
15. Failure to fulfill obligations associated with an official disciplinary sanction;
16. Possession or use of firearms, fireworks, other weapons, or chemicals that are of an explosive or corrosive nature on University property or at University functions;
17. Theft, attempted theft, possession, sale, or barter of property of the University or property of a member of the University community or campus visitor;
18. Damage or unauthorized use or possession of University property or property of a member of the University community or campus visitor;
19. Engaging in overt physical acts which interfere with the normal or sponsored activities of the University on or off the campus, including, but not limited to, the blocking of ingress or egress to the University's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, University Officials, law enforcement agents, faculty members, employees, and invited guests;
20. Failure to abide by University Residence Hall regulations;
21. The instigation of false fire/explosion or emergency alarms, bomb threats, or tampering, misusing, or damaging fire extinguishers, alarms, or other safety equipment;
22. All forms of hazing, such as, any action taken or situation created intentionally to produce mental or physical harm or injury to any person on or off the University campus as a condition of admission into or affiliation with a group or organization, regardless of consent. (Note: Arkansas Act 75 of 1983 states, "No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other students in the commission of this offense");
23. Violation of policies, procedures, or regulations included in official publications of the University, such as, but not limited to, the *University Catalog*, traffic brochures, posted notices, other department publications, and Residence Hall Contract;
24. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes, such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the University or another user without permission;
25. Incurable or persistently irresponsible behavior;
26. Such other violations of good conduct and/or law as the appropriate disciplinary agency or officer may decide warrant action;
27. Conduct that adversely affects the student's suitability as a member of the academic community;
28. Abuse of the Judicial System, including, but not limited to:
 - a. Failure to obey the summons of a judicial body or University Official;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;

- d. Attempting to discourage an individual's proper participation in or use of the judicial system;
- e. Attempting to influence the impartiality of a member of judicial body prior to and/or during the course of a judicial proceeding;
- f. Harassment (verbal or physical) and/or intimidation of witnesses or of a member of the judicial body prior to, during, and/or after a judicial proceeding;
- g. Failure to comply with the sanction(s) imposed under the Code of Conduct;
- h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Students are responsible for the conduct of their guest on or in University property and at functions sponsored by the University or any recognized University organization.

Accessories to violations are deemed equally responsible, as though they committed the violation.

B. Residence Hall Regulations

In addition to the regulations in this handbook, the following are specific regulations for the Residence Halls:

1. Residents must escort their guest at all times. Guest are required to follow the same residence hall regulations as the residents. If a guest violates any policy, disciplinary action may be taken and sanctions imposed against the resident and/or the guest.
2. Visitation and study hour maximums will be set by the institution. Residential students will be allowed to vote within the set parameters on visitation and study hours. Visitation and study hours will be posted in the halls.
3. Visitors must be 18 years of age or older or a student of the University or accompanied by a parent/guardian.
4. Residents are permitted one overnight guest of the same sex on Friday and Saturday nights if approved by the Housing Staff no later than 8:00 p.m. on the evening the guest stays.
5. The possession of candles, incense, fireworks, or other potential fire hazards is prohibited.
6. Pets, except for fish in a 5 gallon or smaller tank, are prohibited.

C. Violation of Law and Student Conduct

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may still be taken and sanctions imposed for misconduct that demonstrates a disregard for the University community.
2. University disciplinary proceedings may be instituted against a student charged with violation of civil or criminal law in an underlying factual situation that is also a violation of this Code of Conduct. This may occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the University shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters shall be handled internally within the University community. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.

Article III: Judicial Procedures

A. Charges

Any member of the University community may report charges against any student for misconduct by notifying the Associate Vice Chancellor/Dean of Students of the infraction. Any charge shall be submitted as soon as possible after the event takes place, preferably within five (5) working days.

After reviewing all charges and evidence, the Associate Vice Chancellor/Dean of Students or designee shall determine if the charge(s) have merit and the next appropriate course of action. If it is determined the charge(s) have merit, a written formal charge letter shall be delivered, emailed, and/or mailed to the accused student, notifying the student of the charges against him/her and the date and time of the hearing so that the student may make a full and complete response to the charges.

Email is the official means of communication for Arkansas State University-Beebe. It is the student's responsibility to frequently monitor his/her campus email and the University website, as these electronic means of communication are the University's most effective and efficient ways to disseminate important information to the campus community. Appearance notifications, hearing notifications, and hearing determinations will be sent to the student's University email address. Other delivery methods may or may not be used in conjunction with the student's email notification.

If additional charges occur at any time against the student, the evidence and disposition of the prior cases may be considered as part of the evidence in the current case.

B. Type of Hearings

Informal Resolution

If the Judicial Advisor determines the charges have merit, but may be resolved informally by mutual consent, the Judicial Advisor shall act accordingly and document the end results. Informal resolutions are not open to appeal.

Administrative Conduct Hearing

An Administrative Conduct hearing is conducted by a Judicial Advisor:

1. For residence hall violations;
2. Where there is little discrepancy regarding the facts of the case;
3. Failure to complete the terms of disciplinary probation;
4. When there is a need to expedite the conduct process, such as cases of safety;
5. When an interim action has been taken or when the Associate Vice Chancellor/Dean of Students determines that it is the appropriate action;
6. If the violation(s) occur prior to the Student Conduct Committee being properly trained;
7. When it is not feasible to convene the Student Conduct Committee, such as at the end of the semester;
8. The facts are clear and the outcomes are already dictated in the Student Handbook, such as acts of violence, etc.;
9. The student admits responsibility for the violation and chooses not to go before the Student Conduct Committee.

Hearings shall be conducted according to established guidelines (see Article III, section C).

If a student withdraws from the University before the Student Conduct process is complete, sanctions may still be imposed at the discretion of the Associate Vice Chancellor/Dean of Students.

Student Conduct Committee Hearing

The Student Conduct Committee hearings shall be conducted:

1. When there is sufficient discrepancy regarding the facts of the case;
2. When the Associate Vice Chancellor/Dean of Students determines that it is the appropriate action.

The committee shall consist of faculty members, staff members, and students appointed by the Chancellor of ASU-Beebe or designee and trained to participate in the conduct process. At least three members of the Student Conduct Committee must be present at the hearing. Committee hearings shall be requested by the Associate Vice Chancellor/Dean of Students and conducted according to established guidelines (see Article III, section C).

A time shall be set for hearing, not more than ten (10) school days from the date of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Associate Vice Chancellor/Dean of Students.

C. Hearing Guidelines

1. Hearings shall be conducted according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the request of the complainant, the accused, the Judicial Advisor, or the Student Conduct Committee Chairperson, others may be allowed to attend the hearing.
 - b. In hearings involving more than one accused student, the Judicial Advisor or the Student Conduct Committee Chairperson, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
 - c. The complainant and the accused have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused are responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. The advisor may not be an attorney.
 - d. The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. The Judicial Advisor or members of the Student Conduct Committee may also question witnesses.
 - e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration.
 - f. All procedural questions are subject to the final decision of the Judicial Advisor or the Student Conduct Committee Chairperson.
 - g. After the hearing, the Judicial Advisor or the Student Conduct Committee shall determine (by majority vote if necessary) whether the student has violated each section of the Code of Conduct, which the student is charged with violating.
 - h. If it is determined that the student is responsible for any violation of the Code of Conduct,
 - i. The Judicial Advisor shall determine sanction(s), notify the student in writing, and send a copy of the decision to the Associate Vice Chancellor/Dean of Students;
 - ii. Or the Student Conduct Committee Chairperson shall notify the Associate Vice Chancellor/Dean of Students of the committee's determination and recommended sanctions. The Associate Vice Chancellor/Dean of Students will decide the appropriate sanctions based upon the Student Conduct Committee's recommendations and extenuating factors, as appropriate, and then notify the student in writing of the final determination and sanctions.
 - i. The proof standard for disciplinary decision making shall be a preponderance of the evidence.
2. There shall be a single record of all hearings. The record shall be the property of the University.
3. Except in the case of student charged with failing to obey the notice for a hearing, no student may be found to have violated the Code of Conduct solely because the student failed to appear at the hearing. In all cases, the evidence in support of the charges shall be presented and considered.

D. Disciplinary Sanctions

1. University Judicial Process Sanctions (for individual, groups, or organizations) include:
 - a. **Cancellation of Admissions:** administrative withdraw.
 - b. **Educational Sanctions:** Papers, counseling, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
 - c. **Reprimand:**
 - i. Oral reprimand - An oral disapproval issued to the student by a person designated in the decision;
 - ii. Written reprimand - A written statement of disapproval prepared by a designed person and delivered to the student.
 - d. **Restriction:**
 - i. Identification card privileges;
 - ii. Parking privileges;
 - iii. Intervisitation privileges in residence halls;
 - iv. Removal/reassignment from a particular course, room, floor, facility, or residence hall;
 - v. As appropriate to the violation.
 - e. **Restitution:** Compensation for loss of damage incurred to the University or a member/guest of the University community.
 - f. **Probation:** Notice that further Breach of Conduct, as specified, may result in suspension, loss of privileges, or expulsion as may be consistent with the offense committed. The period of probation shall be specified in the decision.
 - g. **Suspension:** Temporary severance of the student's relationship with Arkansas State University-Beebe for a specified period of time. The period of time is to be specified in the decision.
 - h. **Expulsion:** Permanent severance of the student's relationship with Arkansas State University-Beebe.
 - i. **Housing Penalties:**
 - i. Expulsion from University housing;
 - ii. Suspension from housing;
 - iii. Housing relocation;
 - iv. Residence hall restrictions;
 - v. Probated expulsion from housing;
 - vi. Probated suspension from housing;
 - vii. Other sanctions as warranted by the evidence.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section D. 1., sub-sections a - i;
 - b. **Deactivation:** Loss of all privileges, including University recognition, for a specified period of time.

NOTE: The University will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from Arkansas State University-Beebe.

E. Interim Suspension

In certain circumstances, the Provost, Associate Vice Chancellor/Dean of Students, or a designee, may impose a University or Residence Hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed when the student poses a definite threat:
 - a. To the safety and well-being of members of the University community or to University property;
 - b. Disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to the Residence Halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Provost or Associate Vice Chancellor/Dean of Students may determine to be appropriate.

F. Appeals

1. A decision reached by a Judicial Advisor in an Administrative Conduct Hearing or the Student Conduct Committee may be appealed by the accused student(s) or complainant(s) to the Provost within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the Provost.
2. The Provost shall hold appellate jurisdiction of University regulations. After reviewing the written appeal, the Provost shall either make a determination on the appeal or send the appeal to the Appeals Committee.
3. Appeals for the sanctions of suspension or expulsion from the University will be considered by the Appeals Committee.
4. The Appeals Committee shall consist of faculty, staff, and students appointed by the Chancellor of ASU-Beebe. Members of the Appeals Committee may not be a Judicial Advisor or any member of the Student Conduct Committee that considered the matter under appeal.
5. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly, in light of the charges and evidence presented, and in conformity with prescribed procedures of giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal to those allegations.
 - b. To determine whether the decision reached was supported by substantial evidence; that is whether the facts in the case were sufficient to establish that a violation of the Code of Conduct occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct, which the student was found to have committed.
 - d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing when such evidence and/or facts were not known to the person appealing at the time of the original hearing.
6. Review of the original hearing and subsequent determination(s) by the Appeals Committee may not result in more severe sanction(s) for the accused student.
7. The Appeals Committee has five (5) days to reach a decision on the matter.
8. The Chair of the Appeals Committee shall notify the student in writing of the decision and any sanctions imposed. The decision shall be final.

Article IV: Interpretation

The Associate Vice Chancellor/Dean of Students oversees the Student Conduct procedures in order to maintain a fair and equitable process. The Associate Vice Chancellor/Dean of Students is responsible for the administration of hearings and Student Conduct Board training. Any question of interpretation regarding the Student Code of Conduct and judicial procedures shall be referred to the Associate Vice Chancellor/Dean of Students or his/her designee for final determination. The final results of disciplinary actions shall be maintained in the student's permanent file. The Student Code of Conduct and judicial procedures are reviewed each academic year. *Student Conduct Policy reviewed on November 30, 2017.*

CHAPTER 9

GRADE APPEALS, COMPLAINTS, AND GRIEVANCE PROCEDURES

9.1 GRADE APPEALS

Grade appeals must be made within eight weeks following the end of the semester.

The steps for **appealing a grade** are as follows:

1. The Student must first speak with the instructor of the class to attempt to resolve the appeal.
2. If an agreement cannot be reached, the student must then speak with the dean under which the course falls.
3. If an agreement still cannot be reached at this point, the student should obtain a grade appeal form from the Academics Office, complete the form, and return it to the Academics Office along with any supporting documentation.

The Associate Vice Chancellor for Academics will review the information on the form, investigate, and make a ruling. The decision of the Associate Vice Chancellor for Academics shall be final.

Academics Office
State Hall, Room 201
501.882.8830

9.2 INSTITUTIONAL COMPLAINT AND GRIEVANCE PROCEDURE

A. Informal Student Complaint Procedure

If a student feels that an institutional error has been made or a member of the University's faculty/staff has not acted fairly or properly, the student should schedule an in-person meeting or communicate by email with the employee concerned in an attempt to resolve the complaint informally.

If the complaint is not resolved at this level, the student should meet in-person or communicate by email with the employee's supervisor to attempt to resolve the complaint.

The student shall initiate the informal process within ten (10) business days of the incident by scheduling a meeting or communicating by email with the appropriate faculty or staff member.

B. Formal Student Grievance Procedure

If a complaint is not resolved through the informal process, the student may then submit a written grievance to the Associate Vice Chancellor for Student Services. The grievance must be filed within the same semester in which the violation occurred or within ten (10) business days after the end of that same semester. Grievances will be limited to those made formally in writing and signed by the student.

The written grievance must include:

1. Date and details of the alleged violation;
2. Any available evidence of the alleged violation;
3. A description of the efforts to informally resolve the complaint;
4. Names, addresses, and phone numbers of witnesses to the alleged violation;
5. The requested remedy to the alleged violation.

The Associate Vice Chancellor for Student Services will send the grievance to the appropriate administrator, who is then obligated to investigate. The appropriate administrator will then consult informally with the student and the appropriate university personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance within ten (10) business days of receipt of the grievance.

If a mutually agreeable resolution is not reached, the Associate Vice Chancellor for Student Services office will send the grievance to the Grievance Committee. The Grievance Committee will review the written grievance and will either determine that there are no grounds for the grievance or schedule a hearing within ten (10) business days of receipt of the grievance.

Grievance Committee

The Grievance Committee is composed of seven (7) members selected by the ASU-Beebe Chancellor. When a student's grievance is against a staff member, the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students. When the grievance is against a faculty member, the committee shall be composed of three (3) faculty members, two (2) staff members, and two (2) students. The Grievance Committee shall have specific training on the grievance hearing process.

A member of the Human Resources department or designee sits as ex-officio, a non-voting member of the Grievance Committee, offering technical assistance on procedural and policy matters.

Should the investigation result in the conclusion that a hearing should be held, the student shall meet with the Grievance Committee in the presence of the faculty/staff member concerned. The decision of the Grievance Committee shall be final and shall be forwarded to the Associate Vice Chancellor for the Student Services within five (5) days of the hearing. The University shall retain the written records of the process for five calendar years in the Associate Vice Chancellor for Student Service Office.

Online students may call 1-800-632-9985 and ask to be transferred to the Associate Vice Chancellor for Student Services office or email avcss@asub.edu for information on filing a grievance. To file a grievance, a **signed** grievance letter and supporting documentation must be mailed to P.O. Box 1000, Beebe, AR 72012 or emailed to avcss@asub.edu.

9.3 COMPLAINTS CONCERNING DISCRIMINATION AND/OR HARASSMENT

Arkansas State University-Beebe does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, marital status, veteran status, genetic information or disability in any of its practices, policies or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates or financial aid.

TITLE IX EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based upon sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination, and athletics. Any incidence of sexual discrimination, including sexual harassment or sexual violence, should be reported to the Title IX Coordinator, who will take prompt action to secure a full and equitable review.

SEXUAL DISCRIMINATION

Arkansas State University-Beebe is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct that is severe, persistent, or pervasive and occurs when:

1. Submission to or toleration of such conduct is made a term or condition of instruction, employment, or participation in other university activities.
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual.
3. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat, without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment or use of mind altering substances such as drugs or alcohol.

Sexual violence includes sexual assault, but may also consist of an attempt to obtain a sexual act or sexual advances using coercion, which do not result in a completed sexual act.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Arkansas.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence or dating violence.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Arkansas State University-Beebe has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources, athletics administrators and coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator, who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken, up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality as maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence or dating violence. The person, who has allegedly been subject to sexual discrimination, may also contact law enforcement and may seek an order of protection, no contact order or similar order. The Title IX Coordinator will assist the person alleging to have been subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services.

Each campus within the Arkansas State University System provided educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

RETALIATORY ACTIONS PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University-Beebe. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Title IX Coordinator.

SEXUAL DISCRIMINATION GRIEVANCE ISSUES

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

REPORT OF SEXUAL DISCRIMINATION

Any student, employee, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination, either observed by them or reported to them, to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred.

All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality, but confidentiality cannot be ensured. Reports of sexual assault, sexual violence, stalking, domestic violence, and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agency or investigation conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

TITLE IX COORDINATOR'S RESPONSE

Within forty-five (45) calendar days after receipt of a complaint, the Title IX Coordinator or designee will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted, such as suspension from employment with or without pay, suspension from

classes, issuance of a no contact directive, reassignment of job duties or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either

1. Propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or
2. Prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred and, if so, recommend a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community.

The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued.

If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the office of the Provost (students) or the office of Human Resources (employees) to request a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The office of the Provost (students) or the office of Human Resources (employees) will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter, the party not appealing may submit a written response to the request for hearing, countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file.

Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member, the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member, the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources or designee sits as ex-officio, a non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgement or discretion cannot constitute institutional error.

The Committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator, including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless the Committee requests oral testimony or either party requests to testify and/or present witnesses.

In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence, or dating violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The Committee may also question any person testifying.

Each party may have an advisor present at their own expense during the testimony that may provide personal consultation, but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee, Title IX Coordinator or the Title IX Deputy Coordinator the identity of any testifying witness or any advisor at least two (2) working days before any hearing.

The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case, two options are open to the Sexual Discrimination Hearing Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE FINDINGS

In all instances, the Sexual Discrimination Hearing Committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the university for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused.

Within ten (10) working days of receipt of the Sexual Discrimination Hearing Committee recommendation, the Chancellor will accept or reject the Committee's recommendation in writing after a review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator to be filed as part of the complaint record and for distribution to both the complainant and the accused. The Department of Human Resources or Student Services (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

SANCTIONS

The sanctions for sexual misconduct violations are listed below. ASU-Beebe will not deviate from the range of recommended sanctions unless there is compelling justification to do so.

1. Any person found responsible for violating the procedure on **Non-Consensual or Forced Sexual Contact** (where no intercourse has occurred) will likely receive a sanction ranging from censure to dismissal for employees and from reprimand to expulsion for students, depending upon the severity of the incident and taking into account any previous incidents.
2. Any person found responsible for violating the procedure on **sexual exploitation** or **sexual harassment** will likely receive a sanction ranging from warning to termination of employment for employees and from warning to expulsion for students, depending upon the severity of the incident and taking into account any previous incidents.

3. Any person found responsible for violation the procedure on **Sexual Assault** (non-consensual or forced sexual Intercourse) will likely face a sanction of termination of employment for employees or expulsion from the University for students.

DOCUMENT COLLECTION

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

REPORTING COMPLAINTS

Students, who wish to report a concern or complaint relating to sexual discrimination or sexual harassment, may do so by reporting the concern to the University Title IX Coordinator or a Deputy Title IX Coordinator.

Title IX Email

titleix@asub.edu

Additional information regarding Sexual Discrimination is found at <http://www.asub.edu/title-ix/>.

Title IX Coordinator

Dr. Arch Jones
Associate Vice Chancellor for Student Services
State Hall 101; P.O. Box 1000
Beebe, AR 72012-1000
ahjones@asub.edu
501.882.8986

Deputy Title IX Coordinator for Students

Dr. David Mayes
Associate Vice Chancellor/Dean of Students
McKay Student Center 202; P.O. Box 1000
Beebe, AR 72012-1000
dmmayes@asub.edu
501.882.8879/8906

Deputy Title IX Coordinator for Employees

Susan Collie
Associate Vice Chancellor for Human Resources
106 Orange Street; P.O. Box 1000
Beebe, AR 72012-1000
sacollie@asub.edu
501.882.8967

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 571-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Title IX policy reviewed on September 6, 2017.

9.4 AMERICANS WITH DISABILITIES ACT

A. ADA/504 Policy Statement

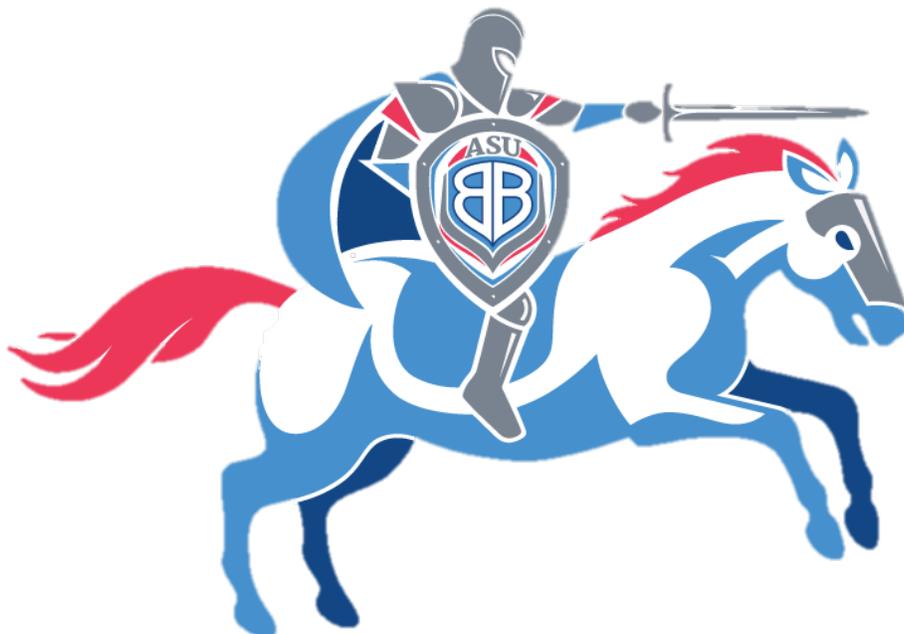
ASU-Beebe is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and as amended in 2008 and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

B. ADA/504 Grievance Procedures

Any qualified student with a disability who has a complaint about the way faculty or staff have responded to his/her accommodation requests should contact the Disability Services/ADA Coordinator. Complaints should be made in writing to the Coordinator of Disability Services within 30 calendar days of the incident. Should the complaint be against the Coordinator of Disability Services/ADA Coordinator, then the complaint should be made in writing to one of the Title IX compliance officers. The coordinator or compliance officer will assist the student in attempting to resolve the complaint and may engage all parties involved in the concern. The coordinator/compliance officer will notify the student by letter within 15 calendar days of the resolution to the complaint. For complaints not resolved by this approach, the student should follow the formal grievance procedures set in place in the student handbook.

ADA/Section 504 Disabilities Coordinator

Tisha Marzewski
Coordinator of Disability Services
McKay Student Center, Room, 202; P.O. Box 1000
Beebe, AR 72012-1000
timarzewsk@asub.edu
501.882.8906



WELCOME TO OUR FRIENDLY CAMPUS!

BUILDING DIRECTORY

1. Abington Library
2. Walter England Center (EC)
3. Human Resources
4. Ruth Couch Center Annex
5. Ruth Couch Center
6. Admissions
7. Adult Education Center
8. State Hall/University Police 
9. Maintenance Shop
10. Howell Center (HC)
11. Science Building (SB)
12. Gymnasium
13. Owen Center (OC)
14. Dr. Eugene McKay Student Center
University Cafe/Bookstore
15. Advanced Technology & Allied Health (AT/AH)
16. University Center
17. Business and Agriculture (BA)
18. Agricultural Equipment Technology (AT)
19. Horizon Hall
20. Legacy Hall



 = PARKING FOR PERSONS WITH DISABILITIES



HELPFUL PHONE NUMBERS:

- Admissions/Enrollment Services: 501-882-8860
- Adult Education Beebe Center: 501-882-4419
- Bookstore: 501-882-8849
- Financial Aid Office: 501-882-8845
- Human Resources Office: 501-882-8967
- Registrar/Records: 501-882-4415
- University Police: 501-882-8851



ASU-Beebe | 1000 Iowa Street | P.O. Box 1000 | Beebe, Arkansas 72012-1000

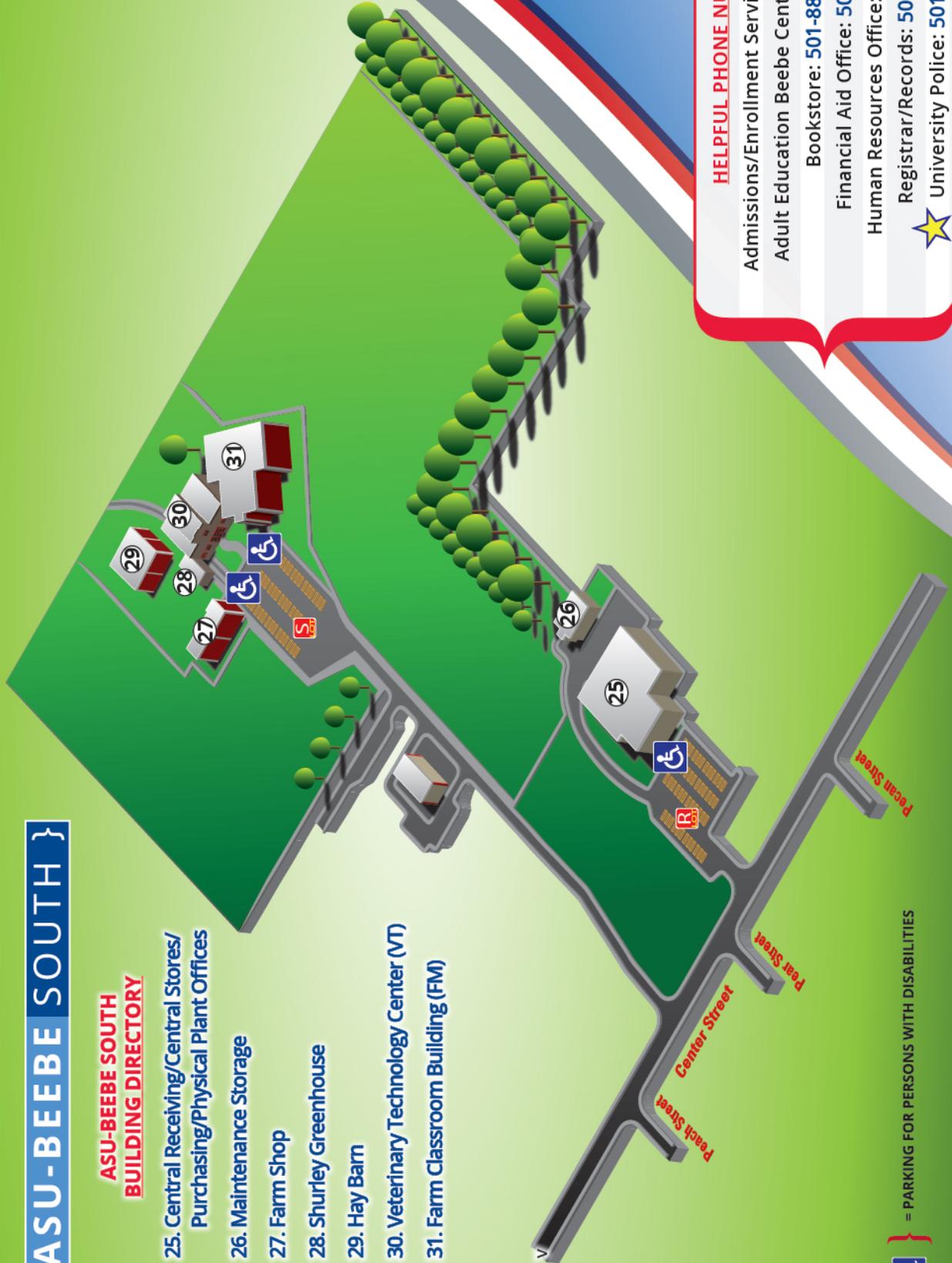
WELCOME TO OUR FRIENDLY CAMPUS!

AFFORDABLE EDUCATION CLOSE TO HOME | 1-800-632-9985 | www.ASUB.edu | #ASUBeebe

{ ASU-BEEBE SOUTH }

ASU-BEEBE SOUTH BUILDING DIRECTORY

- 25. Central Receiving/Central Stores/
Purchasing/Physical Plant Offices
- 26. Maintenance Storage
- 27. Farm Shop
- 28. Shurley Greenhouse
- 29. Hay Barn
- 30. Veterinary Technology Center (VT)
- 31. Farm Classroom Building (FM)



HELPFUL PHONE NUMBERS:

- Admissions/Enrollment Services: 501-882-8860
- Adult Education Beebe Center: 501-882-4419
- Bookstore: 501-882-8849
- Financial Aid Office: 501-882-8845
- Human Resources Office: 501-882-8967
- Registrar/Records: 501-882-4415
- University Police: 501-882-8851



= PARKING FOR PERSONS WITH DISABILITIES

ASU-Heber Springs | 101 River Crest | Heber Springs, Arkansas 72543

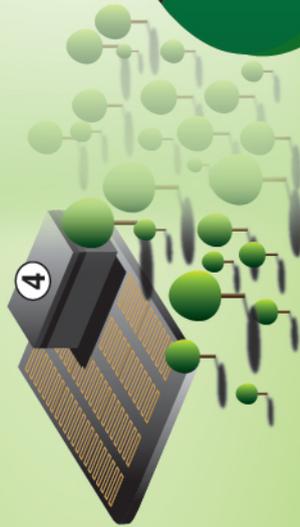
WELCOME TO OUR FRIENDLY CAMPUS!

AFFORDABLE EDUCATION CLOSE TO HOME | 501-362-1100 | www.ASUB.edu | #ASUBeebe



DIRECTIONS TO LATIMER TECHNICAL CENTER FROM ASU-BEEBE HEBER SPRINGS CAMPUS

- 1.) Exit the main ASU-Heber Springs campus on River Crest Drive
- 2.) Turn right on AR 110 (Wilburn Rd), stay on AR 110 for about ¼ mile
- 3.) Turn left on AR 210 (Industrial Park Rd)
- 4.) Turn right on Cleburne Park Rd (just past First Electric)
- 5.) Latimer Center is on the left at the end of Cleburne Park Rd (less than ¼ mile)



= PARKING FOR PERSONS WITH DISABILITIES

HELPFUL PHONE NUMBERS:

Admissions/Student Services: 501-362-1100

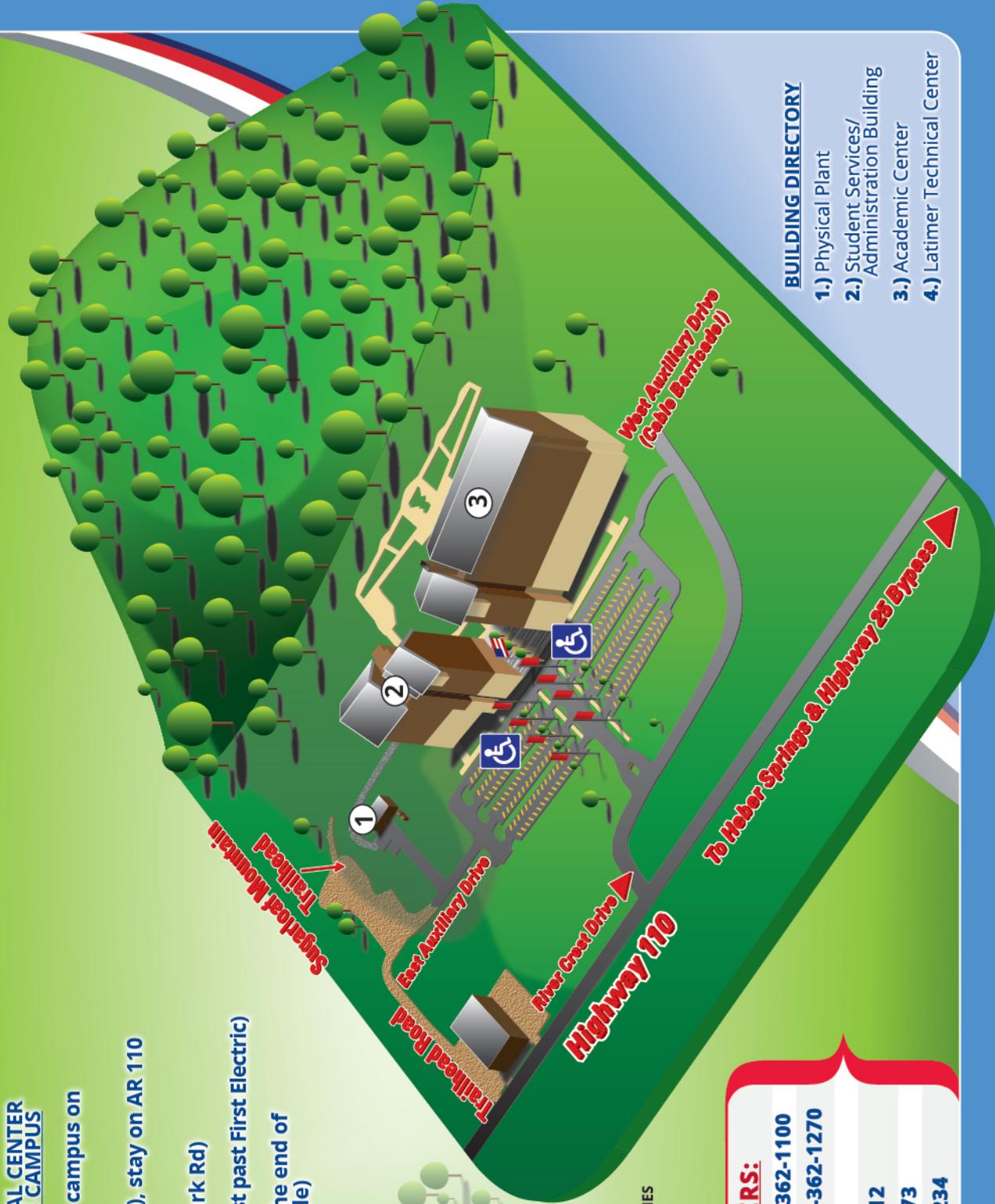
Adult Education Heber Center: 501-362-1270

Bookstore: 501-362-1111

Business Office: 501-362-1112

Latimer Center: 501-362-1273

★ University Police: 501-362-1234



BUILDING DIRECTORY

- 1.) Physical Plant
- 2.) Student Services/ Administration Building
- 3.) Academic Center
- 4.) Latimer Technical Center

ASU-Searcy | 1800 East Moore Ave. | P.O. Box 909 | Searcy, Arkansas 72145

WELCOME TO OUR FRIENDLY CAMPUS!

AFFORDABLE EDUCATION CLOSE TO HOME | 501-207-6200 | www.ASUB.edu | #ASUBeebe



1.) MAIN BUILDING

- ★ Admissions (MB 105)
- ★ Adult Education (MB 406)
- ★ Bookstore (MB 129)
- ★ Counselor (MB 107)
- ★ Financial Aid (MB 104)
- ★ Registrar's Assistant (MB 103)
- ★ Testing/Computer Lab (MB 106)
- ★ University Police (MB 116)

2.) AUTOMOTIVE TECHNOLOGY

3.) NURSING/ALLIED HEALTH

4.) TECHNOLOGY EAST

- ★ Workforce/Community Development

5.) TECHNOLOGY WEST

- ★ Regional Career Center
- ★ Occupational Technology Office
- ★ Industrial Electronics
- ★ Computerized Machining

6.) TECHNOLOGY ANNEX

- A. Annex 1 - Tutoring/CNA Testing
- B. Annex 2
- C. Annex 3

7.) AUTO BODY TECHNOLOGY

8.) AIR CONDITIONING TECHNOLOGY

9.) WELDING TECHNOLOGY

10.) DIESEL TECHNOLOGY

11.) MAINTENANCE



HELPFUL PHONE NUMBERS:

Admissions/Student Services: 501-207-6205

Adult Education Searcy Center: 501-207-6290

Bookstore/Media: 501-207-6204

Human Resources Office: 501-882-8967

★ University Police: 501-207-6240

Workforce Training: 501-207-6250



} = PARKING FOR PERSONS WITH DISABILITIES

Non-Emergency Telephone Numbers				
Arkansas State University-Beebe University Police: 501.882.8851 or 501.288.3071				
Department/Agency	Beebe	Heber Springs	LRAFB	Searcy
University Police	501.882.8851	501.362.1234	501.987.3417	501.207.6240
University Police Cellular Phone	501.288.3071	501.691.1313		501.827.8147
Ambulance	501.882.3365	501.362.2794	501.987.3417	501.268.2323
County Sheriff	501.279.6231	501.362.8143	501.340.6600	501.279.6231
Fire Department	501.882.5600	501.362.5523	501.982.2086	501.279.1066
National Guard	501.882.5417	501.362.3635	501.864.6264	501.268.2881
Local Police	501.882.3365	501.362.8291	501.982.3191	501.368.3531
State Police	870.523.2071	870.523.2071	870.523.2071	870.523.2071

EMERGENCY PROCEDURES

Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously.

In all emergency situations, statements to **media** should be made only by the Marketing and Public Relations Office. Responses to **family members** should be made only by the Human Resources Office for **faculty/staff** and only by the Student Services Office for **students**.

DISTURBANCE/CRIMINAL BEHAVIOR/BOMB THREAT

Notify University Police, **501.882.8851 or 501.288.3071**, of any criminal or suspicious behavior.

- **Gunfire:** Take cover or evacuate. Stay calm and make the right decision.
- **Hostage:** Make mental notes of captor’s characteristics and sights and sounds if you are taken from campus. University Police will involve other law enforcement agencies as necessary.
- **Suspicious Object:** Do not touch - Clear immediate area and call University Police
- **Bomb Threat:** Remain Calm - Keep Caller on Phone

Ask the Caller:

- When is the bomb to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

Observe:

- Age and gender of caller
- Speech pattern and accent
- Background noises.

Ranking University Police Officer on duty may order an evacuation. Evacuation alarm is by use of the fire alarm and/or the ASU-Beebe Emergency Alert Notification System.

Assist the Disabled and Injured - Elevators May Be Used

University Police will conduct a search and announce the “All Clear.” Do not return to the building until the “All Clear” is given verbally or by ASU-Beebe Emergency Alert Notification System.

EARTHQUAKE

- **Indoors:** Seek refuge in a doorway or under a desk or table.
- **Outdoors:** Move away from buildings and utility poles. Avoid downed utility lines.
- **When the Shaking Stops:** Evacuate buildings and do not re-enter due to danger of after-shocks. Assist the disabled and injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.
- **Fire and Rescue:** Physical Plant and University Police are responsible for extinguishing fires and directing rescue operations.

EXPLOSION/CHEMICAL LEAK/CAMPUS EVACUATION

- **Explosion or Chemical Leak:**
 - Evacuate building
 - Sound Fire Alarm
 - Assist the disabled and injured
 - Notify University Police
 - Notify department faculty for assistance with chemical leaks
 - Do not re-enter building until the “All Clear” has been issued by University Police or ASU-Beebe Emergency Alert Notification System

- **Campus-wide Evacuation:**
 - May be ordered by off-campus authority or ranking University Police officer on duty.
 - Commuters and non-emergency staff shall use personal vehicles to go home unless in the danger zone.
 - University Police or City Police will dispatch an officer to selected evacuation site for control and communication. Student Services will send representatives to evacuate site. University Police will maintain on-campus security as long as personal safety allows.
 - The “All Clear” will be announced by University Police or ASU-Beebe Emergency Alert Notification System.

FIRE

- **Active Fire Alarm:** Alarm sounds only in the building. Fire Department and University Police must be called.
- **Minor Fire:** appears controllable - direct fire extinguisher toward base of flame.
- **Major Fire:** does not appear controllable - evacuate in accordance with the building procedures.
- **Do Not Use Elevators!**
- **Assist:** disabled and injured.
- **Close Doors: Do Not Lock Doors!**
- **Stay Out of Building(s):** Do not return to building(s) until cleared by Fire Department or Police Department.

LOCKDOWN

Lockdown covers the situation where there is an active shooter on campus or some other type of security threat. Notification for lockdown will be issued via the ASU-Beebe First Alert Notification System.

- **Get to a Securable Area:**
 - Lock the door
 - Stay away from doors & windows
 - Stay as close to the floor as possible
- **If Near the Shooter:**
 - Leave the area as quickly as possible
 - Avoid running in a straight line

MEDICAL EMERGENCY

Personal Injury or Illness:

1. Tap the person’s shoulder and ask, “Are you Okay?” to judge **responsiveness**.
2. If responsive (answers questions and able to make rational decisions), let him/her decide on whether or not to seek emergency care.
3. If unresponsive, call 911 and University Police.
4. Assess the person’s **breathing** by looking at the rising and falling of the chest.
5. If not breathing or having difficulty breathing, position head in a slightly tilted back position and clear the mouth if needed.
6. Assess **pulse**. If there is no pulse and the person is not breathing, start CPR if qualified or utilized defibrillator if available.

Name of the injured, time of accident/injury, cause of accident/injury, names of witnesses and other pertinent information should be documented and turned in to University Police.

TORNADO

- **WATCH:** means that a tornado is possible.
- **WARNING:** means that a tornado had been sighted.
- **SIRENS:** sirens will sound twice for one minute intervals when a tornado has been detected in our area. The siren system is tested each Wednesday at 12:00 noon.
- **SHELTER:** Upon hearing the warning system siren, all campus personnel should move to interior hallways and interior rooms on the lower level of major buildings. The designated tornado shelter list is located on the ASU-Beebe website under the ASU-Beebe Emergency Alert Notification System link or in the Emergency Procedures Guide.
- **ALL CLEAR:** Classes and normal activities are to resume once notification of “All Clear” is received by either siren system or ASU-Beebe Emergency Notification System.



Arkansas State University-Beebe is accredited by the Higher Learning Commission.
For more information, please refer to www.ncahlc.org.



@BEEBE CAMPUS

1000 Iowa Street
Beebe, Arkansas 72012
www.ASUB.edu

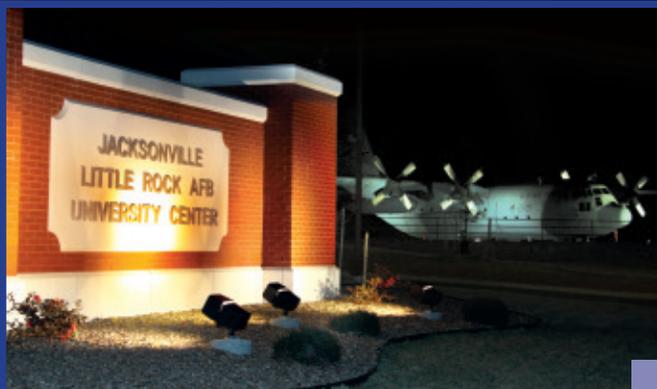
Financial Aid: 501-882-8845
Scholarships: 501-882-4420
Admissions: 501-882-8860



@HEBER SPRINGS CAMPUS

101 River Crest
Heber Springs, Arkansas 72543
www.ASUB.edu/heber-springs

Financial Aid: 501-362-1211
Scholarships: 501-362-1209
Admissions: 501-362-1100



@LITTLE ROCK AIR FORCE BASE CAMPUS

Jacksonville-Little Rock AFB University Ctr.
1490 Vandenberg Blvd., Suite 115
Jacksonville, AR 72099
www.ASUB.edu/lrafb

Admissions: 501-988-4151



@SEARCY CAMPUS

1800 East Moore Ave.
Searcy, Arkansas 72145
www.ASUB.edu/searcy

Admissions: 501-207-6214
Adult Education: 501-207-6290
Regional Career Center: 501-207-6257
Continuing Education: 501-207-6249